KING WILLIAM'S COLLEGE

# Word Processor Policy

Last Review Date: 11/26

Next Review: 11/27

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King William's College Word Processor Policy details the criteria the centre uses to award and allocate word processors for use in lessons, examinations and assessments. References in this policy ICE relate to the current JCQ document Instructions for conducting examinations.

King William's College Policy in Years 7 to 11 regarding the use of a word processor in lessons and in examinations:

**A pupil may use a word processor in lessons in the following circumstances:**

- Having consistently failed to improve the clarity or speed of free writing despite receiving extra support
- Following assessments carried out within College, which show a pupil's free writing speed is in the below average range on a nationally standardised test, resulting is a standardised score of 84 or below
- When tests of speed of typing show a competence to word process, needed to compensate for the writing difficulty

**Handwriting difficulties associated with the following may lead to the use of a word processor:**

- A learning difficulty which has a substantial and long-term adverse effect on a pupil's ability to write legibly
- A poor standard of handwriting observed over a sustained period of time
- Recognised planning and organisational problems when writing by hand which have been observed over time
- A medical condition
- A physical disability
- A sensory impairment
- A temporary injury

Consideration will always be given to suggestions of the use of a word processor in response to a concern.

**Use of a word processor in external exams and assessments:**

The regulations of the examining boards will be adhered to.

- Clear evidence must support the use of a word processor
- An exam candidate may be approved the use of a word processor where this is appropriate to the candidate's needs and not simply because a pupil wants to type rather than handwrite, can work faster on a keyboard or because he/she uses a laptop at home.
- The use of a word processor will be a pupil's normal way of working in College unless the use is due to a temporary injury.
- A candidate may use a word processor in an examination to type questions requiring extended writing and may opt to handwrite shorter answers.
- As clearly stated in the JCQ "Access Arrangements and Reasonable Adjustments - Adjustments for candidates with disabilities and learning difficulties" regulations 1 September 2025, updated March 2026 and which continue to apply during the 2026/27 Academic year, a privately commissioned assessment, where the centre has not been involved, cannot be used to award access arrangements such as the use of a word processor.

A candidate using a word processor is accommodated in the main examination hall

In compliance with the regulations the centre:

- provides a word processor, with the spelling and grammar check and predictive text switched off, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise (JCQ ICE 14.20)

- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of a laptop or tablet before the candidate's exam(s) to ensure that the battery is sufficiently charged to last for the entire duration of the exam (ICE 14.21)
- ensures the candidate is reminded to ensure that their centre number, candidate number and the unit or component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ensures the candidate is reminded to save their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop or tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24)
- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

The centre will ensure the word processor: (ICE 14.25)

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data
- does not give the candidate access to other applications, such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites or spreadsheets
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
- does not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)
- does not include AI tools
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed)

**AI tools**

For paper-based examinations where candidates are using a word processor and are not allowed internet access, the centre will ensure all AI tools that the candidate could use during the examination are turned off.

This means:

- AI features inside the word processor itself (for example, writing assistants, "rewrite this" suggestions, AI summaries)
- AI features built into the device's operating system (for example, Microsoft Copilot or similar tools that the candidate could open from outside the word processor)
- AI features available through any web browser or other application installed on the device

If the examination tests spelling, punctuation and grammar (SPaG), the centre will ensure that spell-check and grammar-check tools are turned off (This will include any application on the device that offers these features, not just the main word processor, as even simple applications such as Notepad now include spell-check).

The centre will:

- identify if AI and writing-assistance tools are available on the devices being used for examinations and make sure they are turned off.
  - AI can be generated from three places:
    - the application the candidate is using

        - the device's operating system, and
        - the network the device is connected to
    - not assume that turning one of these off is enough on its own
    - test its chosen approach before the examination to confirm that the candidate cannot access any AI or assistance tools during the examination

**Portable storage medium**

(ICE 14.25)

The centre will ensure that any portable storage medium (e.g. a memory stick) used:

- is provided by the centre
- is cleared of any previously stored data

**Printing the script after the exam has ended**

(ICE 14.25)

The centre will ensure:

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is their own
- a word-processed script is attached to any answer booklet which contains some of the answers
- if a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)

**After the exam**

The centre:

- will ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions) (ICE 14.26)
- will keep candidate work safe and send it to the awarding body for marking by the method the awarding body stipulates (ICE 14.25)
- may retain electronic copies of word-processed scripts as the electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. The Centre will be able to demonstrate to the awarding body that the electronic file has been kept securely. The Head of Centre will confirm this in writing to the awarding body. (ICE 14.27)