

Ysgol Hendrefelin



Word Processor Policy

MONITORING AND EVALUATION OF POLICY

Policy Type:	School
Review Cycle:	Annually
Last Review Date:	March 2026

Academic Year 2025–2026

Head of Centre: Ryan Duford (Centre Nos. 68808 and 68844)

Exams Officers:

- Ceri Kretzschmar (Centre No. 68808 – Bryncoch Site)
 - Angelina Lewis (Centre No. 68844 – Velindre Site)
- ALNCO:** Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). Both sites follow the same policies and procedures.

1. Policy Review

This policy will be reviewed and updated annually on the publication of JCQ regulations and guidance regarding:

- Access Arrangements (AA)
- Instructions for Conducting Examinations (ICE)
- Instructions for Conducting Non-Examination Assessments (NEAs)

References in this policy to **AA** and **ICE** are taken directly from the following publications:

- Access Arrangements and Reasonable Adjustments 2025–2026
 - Instructions for Conducting Examinations 2025–2026
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2. Introduction

The use of a **word processor** in exams and assessments is an available access arrangement.

Purpose:

- To remove barriers to assessment for disabled candidates, ensuring they are not at a substantial disadvantage. (AA 4.2.1)
 - To maintain assessment integrity while providing access for candidates with specific needs. (AA 4.2.2)
 - To recognise that access arrangements may differ by subject due to the demands of each specification. (AA 4.2.3)
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3. Purpose of the Policy

This policy outlines how Ysgol Hendrefelin:

- Awards and allocates word processors in exams
- Complies with AA (chapter 4 & 5.8) regarding candidates with disabilities and learning difficulties

- Ensures word processors are used correctly and securely in all assessments

Definition:

The term *word processor* refers to the use of computers, laptops, or tablets for typing exam answers.

4. Use of a Word Processor

4.1 General Principles

- No formal application via Access Arrangements Online is required.
- No evidence is required for inspection purposes, including temporary arrangements due to injury.

The centre will allocate a word processor when:

- It is the candidate's normal way of working in the centre
- It is appropriate to the candidate's needs, which may include:
 - Learning difficulty with substantial long-term impact on handwriting
 - Medical conditions
 - Physical disabilities
 - Sensory impairments
 - Planning and organisational difficulties
 - Poor handwriting (AA 5.8.4)

The centre will not:

- Grant a word processor for convenience or personal preference
 - Grant a word processor solely because a candidate types faster or uses a laptop at home
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4.2 Exceptions

Word processors may also be considered:

- For temporary injuries or impairments arising during a course (AA 4.2.4)
 - When a subject is delivered electronically and all candidates use word processors (AA 5.8.4)
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4.3 Centre-Specific Processes

- Teachers of Ysgol Hendrefelin refer pupils requiring a word processor to the ALNCO.
- Needs are considered at the start of courses, based on classroom practice, internal tests, and mock exams.
- Normal way of working is confirmed before assessment.

5. Exam-Day Arrangements

- Candidates may be accommodated in a separate room or within the main exam room where it does not disrupt others.
 - Word processors must comply with ICE 14:
 - Spelling/grammar check and predictive text disabled (ICE 14.20)
 - Battery fully charged to avoid separate invigilation (ICE 14.21)
 - Candidate details and unit codes included as headers/footers (ICE 14.22)
 - Pages numbered (ICE 14.23)
 - Regular saving of work, or autosave enabled if possible (ICE 14.24)
 - Minimum 12pt font and double spacing for marking clarity (ICE 14.24)
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5.1 Security and Usage Requirements (ICE 14.25)

Word processors:

- Used as typewriters only; standard formatting acceptable
 - Cleared of stored data; centre-provided memory sticks cleared before use
 - In good working order
 - Screen not visible to other candidates
 - Connected to a printer or portable storage for post-exam printing
 - Scripts printed and verified by the candidate
 - Not used to perform assessed skills
 - Not connected to the internet
 - Free from unauthorised software or predictive text unless allowed for scribe/speech recognition
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5.2 Portable Storage Medium

- Provided by the centre and cleared of previous data
 - Used only for exam purposes
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5.3 Printing and Cover Sheet

- Scripts printed post-exam with the candidate present
 - Word processor cover sheet (Form 4) completed and attached to the script
 - Typed scripts combined with any handwritten responses in the answer booklet
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6. Appendix 1 – Criteria for Word Processor Allocation

Candidates may be awarded a word processor if they have:

- Learning difficulties with long-term handwriting issues

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- Medical conditions
- Physical disabilities
- Sensory impairments
- Planning/organisation difficulties when writing by hand
- Poor handwriting

Other considerations:

- Word processor use is subject to the candidate's normal way of working
- Allowed to type extended writing while handwriting shorter answers
- Subject-specific requirements considered

Allocation:

- Exams Officer liaises with ALNCO and IT Support Worker
 - Security maintained according to ICE guidelines
 - Candidates supervised during use
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Policy Review Record:

Policy Review		Signature	Signature
Date approved by Governors	28/03/2023	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	19/04/2024	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	08/04/2025	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	17/03/2026	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)

