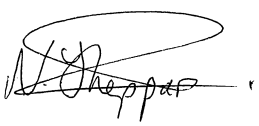
Carisbrooke College

EDUCATION IS OUR CASTLE

Word Processor Policy

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Signature	
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Revisions

Policy Area	Updates
Exams Officer	Charlotte Turner
SENCo	Zoe Divers
Senior Leadership Lead	Paul Shoulders
Authorship & Approval	Authored by Charlotte Turner; approved by the Academy Committee
Next Review Date	September 2027
AI (Artificial Intelligence) Controls	Explicitly prohibits AI tools on candidate devices ("Not include AI tools"). Mandates pre-exam checks to ensure AI applications and online services are completely inaccessible.
Regulatory and JCQ Framework	Updated to comply with JCQ General Regulations for Approved Centres (effective 1 September 2026) and current JCQ AI guidance/malpractice rules.
Main Hall Battery Seating Rule	Clarifies that a fully charged device allows a candidate to sit in the main examination hall without a separate power point, provided seating and invigilation remain compliant.
Compliance Verification	Formally assigns joint responsibility to the Exams Officer, SENCo, and IT Manager to check and verify all devices before each examination series

This policy is reviewed and updated annually on the publication of updated JCQ regulations. References in this policy to **AA** and **ICE** relate to/are directly taken from the JCQ documents **Access Arrangements and Reasonable Adjustments** and **Instructions for conducting examinations**.

Introduction

The use of a word processor in examinations and assessments is an available access arrangement/reasonable adjustment. The purpose of an access arrangement/reasonable adjustment is to ensure, wherever possible, that barriers to assessment are removed for a candidate who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

Carisbrooke College maintains the integrity of the assessment, while providing appropriate access. Decisions are made by the centre, with the SENCo (or equivalent) responsible for making appropriate and informed decisions, based on the JCQ regulations and the candidate's needs and their normal way of working (AA 4.2.1).

- Access arrangements must not compromise the assessment objectives of the specification (AA 4.2.2).
- Arrangements are considered on a subject-by-subject basis where assessment demands differ (AA 4.2.3).
- The arrangement must not unfairly disadvantage or advantage a candidate (AA 4.2.1).
- Candidates must have opportunities to practise the arrangement before their first examination (AA 4.2.7).
- Arrangements must reflect the normal way of working, and be effective and appropriate to the candidate's needs (AA 4.2.1).

Purpose of the policy

This policy details how Carisbrooke College complies with the JCQ requirements for access arrangements and reasonable adjustments relating to the use of word processors, and with the JCQ Instructions for conducting examinations requirements for word processors (computers, laptops and tablets) when awarding and allocating a candidate the use of a word processor in examinations. The term 'word processor' is used to describe, for example, a computer, laptop or tablet, and includes an electronic brailler where appropriate (AA 5.8).

The criteria Carisbrooke College uses to award and allocate word processors for examinations and assessments

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams unless there is an established exception.

A candidate may be awarded the use of a word processor in examinations where:

- They have an established need for the use of a word processor and it reflects their normal way of working;
- They have a firmly established need and not providing a word processor would place them at a substantial disadvantage;
- They have an established need for the use of a word processor and it reflects their normal way of working within the centre;
- The curriculum is delivered electronically and the centre provides word processors to all candidates, where this is permitted by relevant specification.

Examples of circumstances in which the use of a word processor may be appropriate include:

- A learning difficulty with a substantial and long-term adverse effect on the candidate's ability to

write legibly;
- A medical condition;
- A physical disability;
- A sensory impairment;
- Planning and organisational difficulties when writing by hand;
- Poor handwriting where the candidate's normal way of working is to use a word processor.

This list is not exhaustive. The decision must be based on the individual candidate's needs, normal way of working and the demands of the assessment.

Carisbrooke College will:

- Provide a word processor with the spelling and grammar check facility and predictive text switched off where this is the candidate's normal way of working, unless the relevant awarding body's specification states otherwise;
- Provide the word processor where appropriate to the candidate's needs and where the integrity of the assessment can be maintained;
- Consider the need for a word processor on a subject-by-subject basis where appropriate;
- Process access arrangements as soon as practicable once a firm picture of need and normal way of working has been established, ensuring arrangements are approved or otherwise permitted before the examination or assessment;
- Allow the use of a word processor in non-examination assessment components as standard practice unless prohibited by the specification;
- Consider the use of a word processor where a temporary injury or impairment arises, in accordance with JCQ requirements;
- Ensure candidates have had sufficient opportunity to practise using the approved arrangement before the examination.

Carisbrooke College will not:

- Simply grant the use of a word processor because a candidate prefers typing, types faster than handwriting, or uses a laptop at home;
- Allow the word processor to provide access to functions that compromise the assessment or provide an unfair advantage.

Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is normally accommodated in a small room or at the back of the main examination venue, as appropriate to the candidate's needs and the security and invigilation requirements.

- The centre provides a word processor with spelling and grammar check and predictive text disabled unless the candidate has the relevant permission or the awarding body's specification permits otherwise.
- Where a laptop or tablet is used without a mains power connection, the centre checks the battery capacity before the examination and ensures it is sufficiently charged for the entire duration.
- A fully charged laptop or tablet may allow a candidate to sit within the main examination hall without a separate power point, provided the seating and invigilation arrangements remain compliant.
- The centre will ensure that the centre number, candidate number and unit/component code appear on each page as a header or footer, where required.
- Where software does not permit a header or footer, the candidate may be required, under supervision after the examination, to handwrite the required details without re-reading or amending the work.
- Each page of the typed script must be numbered, for example 'page 1 of 6'.
- Candidates are reminded to save their work at regular intervals; where possible, IT may configure autosave.

- Candidates should use a minimum font size of 12pt and double line spacing to make marking easier for examiners.

Requirements for the word processor, to be carried out by Carisbrooke College:

The word processor must:

- Be used as a typewriter, not as a database, although standard formatting software is acceptable;
- Have all previously stored data cleared before use, including any portable storage medium provided by the centre;
- Be in good working order;
- Be positioned so that other candidates are not disturbed and cannot read the screen; where the candidate is accommodated in another room, a separate invigilator is required;
- Be capable of producing a printed script, either by direct connection to a printer or via a centre-provided portable storage medium;
- Be used under secure examination conditions and not be used to perform skills that are being assessed;
- Not provide access to other applications or services such as a calculator where prohibited, email, internet, social media or spreadsheets;
- Not include graphics packages or computer-aided design software unless the candidate has permission to use them;
- Not have predictive text or automatic spelling and grammar checking enabled unless permitted under the relevant JCQ/awarding body rules;
- Not include computer reading/text-to-speech software unless the candidate has permission to use a computer reader;
- Not include speech recognition technology unless the candidate has permission to use a scribe arrangement;
- Not include AI tools;
- Not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Portable storage medium

Carisbrooke College will ensure that any portable storage medium (e.g. a memory stick) used: (ICE 14.25) is:

- Provided by the centre;
- Cleared of any previously stored data.

Printing the script after the examination

- The word processor will be connected to a printer or have the facility to print from a centre-provided portable storage medium.
- Printing will take place after the examination has ended.
- The candidate will be present to verify that the printed work is their own.
- The word-processed script will be attached to any answer booklet containing some of the candidate's answers.
- Where an awarding body requires a word processor cover sheet, this will be included with the typed script in accordance with the awarding body's instructions.
- If the candidate has omitted required header/footer information, they will be supervised while adding it by hand and must not re-read or amend their answers.

Retention of electronic copies

Where an electronic copy of a word-processed script is retained, Carisbrooke College will ensure that it is stored securely and is accessible only to authorised staff.

JCQ allows an electronic copy to be accepted where the printed copy has been lost, subject to the relevant conditions.

Allocating word processors

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENCo (or equivalent role) and the exams officer.
In exceptional circumstances where the number of compliant word processors is insufficient for the cohort approved to use them in an examination session:

- Subject to the current JCQ Instructions for Conducting Examinations and any requirements concerning the published start time/security of the examination, the cohort may be split into two groups;
- One group may sit the examination earlier or later than the awarding body's published start time;
- The security of the examination will be maintained at all times and candidates will be supervised in accordance with the current JCQ Instructions for conducting examinations.

Where the requirements can be found in JCQ documentation

The principal JCQ sources for this policy are the current versions applicable to the examination series. JCQ updates its documents by academic year, so the examinations officer and SENCo must always check the current version on the JCQ website before examinations are conducted.

Access Arrangements and Reasonable Adjustments (AA), Chapter 4, paragraph 4.2

Use this section for the general principles governing access arrangements, including the centre's responsibility for decisions, maintaining assessment integrity, establishing need and normal way of working, subject-by-subject consideration, and ensuring arrangements are effective and appropriate.

Access Arrangements and Reasonable Adjustments (AA), section 5.8 – Word processor

This is the principal JCQ source for the criteria for awarding and allocating a word processor. It covers the normal way of working, the fact that a word processor does not normally require an Access Arrangements Online application, non-examination assessment use, subject-by-subject use, and examples of candidates who may benefit.

Access Arrangements and Reasonable Adjustments (AA), section 5.7 – Scribe/Speech Recognition Technology

Refer here where a candidate is also using a scribe or speech recognition technology, including the circumstances in which spelling/grammar checking or predictive text may be permitted.

Access Arrangements and Reasonable Adjustments (AA), Chapter 7

Use this chapter for evidence and assessment requirements relating to learning difficulties, including writing skills, where relevant to an access arrangement.

Instructions for conducting examinations (ICE), section 14.20 – Word processors

This is the principal JCQ source for the use of word processors during examinations. It covers the provision of a word processor, including computers, laptops, tablets and electronic braillers, with spelling and grammar check/predictive text switched off unless otherwise permitted.

ICE, paragraphs 14.21–14.21.2 – Tablets and battery capacity

Use these paragraphs for tablet/laptop battery checks and the circumstances in which a fully charged device may be used in the main examination room without a separate power point.

ICE, paragraphs 14.22–14.27 – Typed scripts, page numbering, printing and retention

These paragraphs cover candidate/centre/component details, page numbering, saving work, printing scripts, attaching typed scripts to answer booklets, any required word processor cover sheet, and retention of electronic copies.

JCQ General Regulations for Approved Centres, effective from 1 September 2026

This document establishes the centre's responsibility to have a policy on the use of word processors in examinations and identifies the JCQ examination and access-arrangement documents that centres must follow. It also requires centres to comply with the latest versions of JCQ regulations and associated guidance.

JCQ AI guidance and malpractice documents

The current General Regulations identify JCQ AI guidance as part of the centre's regulatory framework. Examination word processors must not provide unauthorised access to AI tools, applications or online services. For non-examination assessment, centres must additionally follow the current JCQ AI guidance and the relevant awarding body's specification.

Centre-specific changes

AI detection software. Carisbrooke College will ensure that AI tools and applications are not available on word processors used in examinations. Devices will be checked before examinations to ensure that unauthorised AI tools, applications and online services cannot be accessed.

The Exams Officer, SENCo and IT Manager are responsible for ensuring the arrangements remain compliant with the current JCQ requirements and that devices are checked before each examination series.