Exams Word Processor Policy

1. Purpose and Commitment

1.1. This document explains how the College Group approaches [topic e.g. student behaviour, complaints, appeals, data protection] in a way that is fair, transparent, and respectful.

1.2. The College Group is committed to creating an environment where students, staff and other stakeholders feel safe, respected, and able to participate fully in learning and work. Our policies aim to support wellbeing, dignity, and inclusion while ensuring that concerns and issues are addressed consistently and fairly.

1.3. Where possible, the College Group seeks to resolve concerns in ways that promote understanding, accountability, and positive outcomes for everyone involved.

2. Scope

2.1. This procedure is applicable to all learners attending any programme of study through Loughborough College Group.

2.2. This policy details how the College Group manages and facilitates the use of word processors in examinations and assessments.

2.3. All staff in all roles and at all levels are accountable for understanding their responsibilities under this policy, and it is the responsibility of staff across college sites to ensure that the policy is adhered to as detailed and within the stated time frames outlined.

2.4. This policy applies to Loughborough College Group, its colleges, and its subsidiaries.

3. Definitions

3.1. Definitions are intended to help readers understand this guidance document and should be interpreted in a reasonable and supportive way, rather than used to make assumptions about individuals or situations. Where there is uncertainty about how a term should be understood, individuals are encouraged to seek clarification from the College Group.

3.1.1.

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Key Term/Acronym	Definition
JCQ – Joint Council for Qualifications	The organisation that sets common regulations and guidance for the administration and conduct of examinations, including the use of word processors.
Normal Way of Working	The support or arrangement a candidate routinely uses during teaching, learning, internal assessments and mock examinations.
Access Arrangement	An agreed adjustment that enables an eligible candidate to access an examination or assessment without changing what is being assessed.
NEA – Non-examination Assessment	An assessment that is not a traditional timed written examination, such as coursework, controlled assessments or set tasks.
ICE – Instructions for Conducting Examinations	JCQ regulations setting out the requirements centres must follow when preparing for and conducting examinations.

3.2. Unless the context requires otherwise, singular words include the plural and vice versa, references to a person include an individual or legal entity, and references to legislation include any amendments or replacements.

3.3. The terms "including", "include", and similar expressions are illustrative and do not limit the meaning of the preceding words. References to the Group or College refer to all parts of the group.

4. Policy Impact Assessments and ISO Mapping

4.1. This document has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

4.2. This document has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

4.3. This document has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

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4.4. This document has been mapped against the ISO 9001 principles to ensure that Loughborough College Group are following and embedding these principles across and throughout all of their policies and procedures.

5. Policy/Procedure

5.1. The College Group word processor policy will ensure the Colleges provides a consistent approach to the use of word processors in examinations and assessments.

5.2. **This policy will be reviewed and updated annually to ensure compliance with JCQ regulations. ** Learning Support Team must:

5.3. Understand and drive procedures relating to the Word Processor Policy.

5.4. In conjunction with current JCQ guidance, set and meet the colleges requirements introduced to provide students with learning difficulties and/or disabilities access to a word processor for examinations and assessments.

5.5. Provide and process timely documented assessments for students who have been identified or self-referred to use a word processor as normal way of working in class.

5.6. Ensure that candidates who are assessed as requiring a word processor for their examination are provided with PCs or laptops which comply with the following JCQ regulations:

"5.8.1 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text switched off where it is the candidate's normal way of working within the centre. For example, the candidate's quality of language significantly improves when using a word processor due to problems with planning and organisation when writing by hand."

5.7. Curriculum staff must:

5.7.1. Be familiar with, and comply with the Colleges Word Processor Policy.

5.7.2. Be responsible for identifying students needing exam access to a word processor through continuous classroom observations and liaise with the relevant Learning Support Assessment process in a timely way.

5.7.3. Ensure that students approved to use a word processor in examinations will have these arrangements in class tests, mock exams and in-class assessments and for Curriculum to provide evidence of this normal way of working to the Learning Support Team.

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5.8. Examinations staff must:

5.8.1. Be familiar with, and comply with the College Word Processor Policy.

5.8.2. Be responsible for timely processing of all applications and information provided to the Exams Team by the Learning Support Team by required awarding body and internal dates.

5.8.3. Co-ordinate the provision and staffing of the Word Processor on the day of examination.

5.9. Principles for using a Word Processor

5.9.1. The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage because of persistent and significant difficulties.

5.9.2. The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question. It is only permitted where the integrity of the exam will not be compromised.

5.9.3. The request for a word processor is considered on a student subject-by-subject basis. If a student is granted the use of a word processor for one subject it does not mean that it is approved for all subjects unless otherwise stated.

5.9.4. Where possible the request for the use of a word processor should be submitted at the start of the course, or as near to the start as possible.

5.9.5. Candidates will be informed of the outcome of their request.

5.9.6. The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their **'normal way of working'**, which is defined as support:

5.9.6.1. in the classroom; or

5.9.6.2. working in small groups for reading and/or writing; or

5.9.6.3. support lessons; or

5.9.6.4. internal college tests and mock examinations.

5.9.7. The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

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5.9.8. Particular types of candidates may benefit from using a word processor, for example a candidate with a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly which can include:

5.9.8.1. a medical condition;

5.9.8.2. a physical disability;

5.9.8.3. a sensory impairment;

5.9.8.4. planning and organisational problems when writing by hand.

This list is not exhaustive.

5.9.9. It is our policy that candidates must be proficient in the use of a word processor if requesting to use it in examinations.

NOTE: A word processor will not be granted to a candidate simply because they prefer to type rather than write or can work faster on a keyboard, or because they use a laptop at home.

5.10. College Group Responsibilities:

5.10.1. The College will:

5.10.2. Provide a word processor with the spelling and grammar check facility/predictive text disabled unless permitted by awarding body.

5.10.3. Only grant the use of a word processor to a candidate where it is their normal way of working within the centre and approved by Learning Support and the Exams Department.

5.10.4. Only grant the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).

5.10.5. The above also extends to the use of candidates' electronic Braillers and Braille tablets which must be provided by the student and presented to Examinations staff to ensure compliance with JCQ.

5.10.6. Provide access to word processors to candidates in non-examination assessments (including controlled assessments, set tasks, NEAs or coursework) as standard practice unless prohibited by the specification.

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5.10.7. Allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and hand write shorter answers.

5.11. Procedure for using Word Processors for Examinations and Assessments:

5.11.1. Word processors are used as a typewriter, not as a database, although standard formatting software is acceptable.

5.11.2. Word processors MUST have been cleared of any previously stored data, as should any portable storage medium used.

5.11.3. Memory sticks are **not** used by candidates.

5.11.4. Word processors are to be accommodated in such a way that other candidates are not disturbed and cannot read the screen (normal procedure is that exam candidates using PC's/laptops are seated in an individual room, small group room or bigger groups in larger PC rooms with privacy screens to ensure that their screens cannot be overlooked).

5.11.5. Where a candidate using a word processor is accommodated separately, a separate Invigilator will be used,

5.11.6. Word processors will either be connected to a secure printer code, after the exam the student will be accompanied to the Exams Office by the Invigilator where the script will be printed and signed.

5.11.7. Documents are printed after the examination is over.

5.11.8. Candidates are always present to verify that the work printed is their own.

5.11.9. Word processed scripts are inserted into the answer booklet which should be fully completed with the students details.

5.11.10. Word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body.

5.11.11. Word processors are not connected to the internet or any other means of communication.

5.11.12. Candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor.

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5.11.13. Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these by the Awarding Organisations.

5.11.14. Predictive text software or an automatic spelling and grammar check is disabled unless they are granted as access arrangements.

5.11.15. Exam laptops have ExamWritePad software installed, to meet Awarding Organisation word processer requirements.

5.12. The following software is also available, as appropriate, subject to approval, when it is a student's normal way of working:

5.12.1. Text to Speech software Read&Write/Immersive Reader/Reading Pen

5.12.2. Software that can be used instead of a human reader.

5.12.3. Speech to Text software

5.12.4. Voice recognition software – allows students to dictate their answers and can be used instead of a human scribe.

5.13. At the End of the Examination:

5.13.1. The student will save their work to the desktop and send their work to the 'follow you' printer.

5.13.2. The invigilator and candidate return to the exam office to have work printed.

5.13.3. Documents are printed by an Exams Officer with the candidate present. The candidate checks and signs the printed script to authenticate their work.

5.13.4. Invigilation arrangements relating to the use of word processors include the following:

5.13.4.1. Invigilators will assist or summon help from the Exams Officer in the case of a technical fault.

5.13.4.2. Invigilators are instructed to record stop times for a PC/laptop candidate in the case of a technical fault and to adjust the candidate's finish time in such instances; candidates will be clearly informed of the new finish time.

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6. Roles and Responsibilities

6.1. [INSERT]

7. Related Documents

7.1. This document should be read with:

Learning Support	In line with JCQ guidance meet with, assess and record appropriate evidence for students a word processor for examinations and assessments.
Curriculum staff	identifying students needing exam access to a word processor, and provide evidence of 'normal way of working' to Learning Support.
Exam Team	Complete required application to appropriate awarding bodies, record word processer accurately in ProSolution and ensure any required reasonable adjustments is in place for the appropriate exams.

8. Document Access

8.1. This document can be found on the College Group's website and on the Document Control SharePoint.

9. Review and Continuous Improvement

9.1. The College Group is committed to actively periodically reviewing its documents in line with legislation and best practice, to ensure they remain accurate, transparent, compliant, inclusive, effective, and supportive.

10. Change Log

Date	Version	Details of Change	Reviewer
07/09/26	1.1	Policy template updated, document formatted	Michelle Hopkins

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Appendix 1

Appendix

Name:	Examinations Word Processor Policy	Owner:	Exams
Approved by:	Executive Lead	Applicable to:	Staff/Students
Reference:	XM-PCG-033	Last Review:	August 2026
Version:	1.1	Next Review:	September 2027

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