



Word Processor Policy for Blue Skies School

Introduction

This policy outlines the use of word processors for examinations and assessments at Blue skies school, in accordance with the Joint Council for Qualifications (JCQ) regulations. It aims to ensure fair and consistent practices that support our students' needs while maintaining the integrity of assessments.

Scope

This policy applies to all students at Blue skies school who are permitted to use a word processor during examinations and internal assessments.

Policy Statement

Blue skies school is committed to providing equal opportunities for all students, including those with special educational needs (SEN), by allowing the use of word processors where appropriate. This policy ensures compliance with JCQ regulations and promotes best practice in assessment.

JCQ Standards and Guidelines

Approval for use: Students must be approved for word processor use through the school's special arrangements process, based on documented needs.

Suitability: The decision to permit a word processor is made on an individual basis, considering the student's needs and the requirements of the examination.

Approved equipment: Only word processors approved by JCQ and the examination boards may be used. The device must be free from distractions and not compromise examination security.

Software: The use of spelling and grammar checkers or other software is permitted unless specified otherwise by JCQ regulations.

Preparation: Students should be familiar with their word processor and its features before the examination.

Supervision: The use of the word processor will be supervised during examinations to prevent unfair advantage or misconduct.

Backup: Students should save their work regularly and have a backup plan to prevent data loss.

Procedures

Application: Students requiring a word processor must submit an application with supporting evidence to the SEN Coordinator and Examination Officer.

Approval: The school's SEN and examination teams will review applications and grant approval based on JCQ guidelines.

Equipment check: On the exam day, the student's device will be checked to ensure compliance with JCQ standards.

During the exam: The student will be supervised, and their work will be monitored as per JCQ regulations.

Responsibilities

The SEN Coordinator is responsible for coordinating applications and ensuring students' needs are appropriately met.

The Examination Officer will oversee the proper use of approved devices during exams.

Teachers will support students in familiarizing themselves with their word processor tools.

Review and Monitoring

This policy will be reviewed annually or as required to ensure ongoing compliance with JCQ standards and best practice.