WORD PROCESSOR POLICY

Use of Word Processors

The Skills Centre Assessors will assess any students requiring the use of a Word Processor for their exams and advise the exam office of those students who are eligible by completing the necessary form.

Any student can use a word processor in their examinations if:

• It is their normal way of working at school and
• They have contacted the exams office in advance of their first exam in any given series to request the use of one.

Students may not use their own word processor for exams and they cannot use their own log-in on a school computer which is to be used for exams. The invigilator will always use a specific exams log-in.

Students are restricted to using Notepad to type their exam answers. Details for how to set up a document for an exam will always be with the invigilator.

Students are responsible for the frequent saving of their work during the exam time.

School computer suites will be used for all examinations where there are students who are able to use a word processor.

The invigilator will always have an exams memory stick should there be any problems with printing the completed scripts. A student's own memory stick must never be used.

The student must print two copies of their answers. One copy is to be sent to the Awarding Body, the other copy is placed into a signed and dated envelope and securely stored by the Exams Officer until the date for EARs has passed. The scripts with then be confidentially shredded.

Every effort is made to ensure that students cannot access spell check, their own drive and the internet during exams. However, if any student is found trying to get around the settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body.