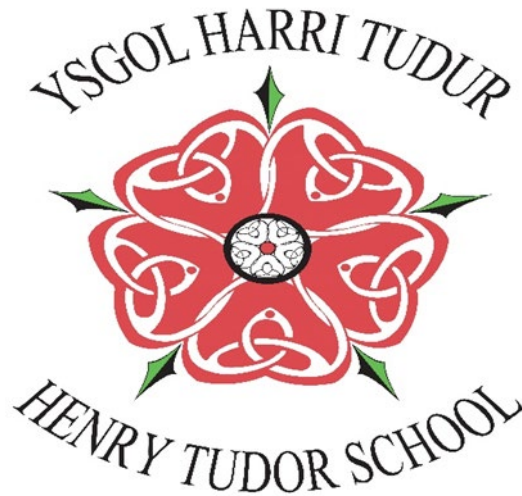


**Ysgol Harri Tudur**



**Henry Tudor School**

**Assessing for Access Arrangements and  
Reasonable Adjustments Policy and  
Procedures,  
Including Word Processing Policy**

Adopted by the Governing Body: 14 November 2018

Review Annually

Reviewed: Spring 2025

Next Review: Spring 2026

Signed by ALNCO/Specialist Assessor: Ann Andrews

Signed by Examination Officer: Amy Chadd

Date: 23/01/2025

## Acronyms:

ALN – Additional Learning Need  
ALNCo – Additional Learning Needs Coordinator  
JCQ – Joint Council for Qualifications  
NNT – National Numeracy Tests  
NLT – National Literacy Tests  
SIMS – School Information Systems  
SpLD – Specific Learning Difficulty  
Learner – Year 7 to 13

The purpose of this document is:

- to outline the process and procedures for identifying candidates who will require access arrangements and reasonable adjustments in order to access assessments and demonstrate what they know without changing the demands of the assessment
- to ensure that any learner with a substantial difficulty is able to access external examinations in line with the JCQ regulations

### Identification

- ✓ Learners are identified as having additional needs at transition. Learner needs are recorded on the History of Need.
- ✓ In year 7 all learners will be offered a screening test for dyslexia. Staff will be informed of results and advised to use dyslexia friendly strategies where appropriate.
- ✓ Some learners may benefit from specific dyslexia intervention. This will be delivered during year 7 and 8.
- ✓ The History of Need is updated regularly and staff must make themselves familiar with the needs of those learners with ALN or learning difficulties/differences. Staff will also be made aware of those in their classes who have ALN or learning difficulties via SIMS mark sheets/Classcharts/Edukey Provision Map
- ✓ ALN files contain copies of medical information and reports from educational professionals who have assessed or worked with the learner.
- ✓ ALN and specific learning needs are also recorded on SIMS and/or Classcharts/Edukey Provision Map/History of Need in ALN Google Drive
- ✓ Learners on the History of Need will be considered by the ALNCo for screening for access arrangements.

### Screening

- Staff should report any concerns over additional needs or learning difficulties to the ALNCo for further investigation.
- In year 8 and year 9 staff will be asked to put forward any names of learners they feel have a slow speed of processing either in reading or writing or both. They must provide the ALNCo with detailed reasons and explain what the learner's normal way of working is in their subject. They should also request screening for any learner whose writing is illegible.

- Learners who appear to have a substantial difficulty based on the History of Need and teachers' observations will be tested by the specialist assessor/ALNCo in year 9. Letters requesting parental consent will be sent in the Spring term.
- If scores in the tests combined with the History of Need and teacher observation indicate that a learner may be eligible for access arrangements, the specialist assessor/ALNCo will complete the appropriate form as directed in the current JCQ regulations. Teachers will be informed what concessions learners are likely to receive and they must ensure that these are put in place in year 9, 10, and 11.
- In year 10 applications online are made by the ALN department dependent on Form 8/Form 9 completion. Once accepted, parents and learners are informed in writing.
- Staff are informed by SIMS on quick note and lists are updated on Google Drive / ALN/ Exam concessions.
- Once accepted staff must ensure that access arrangements are consistently given in all examinations and assessments.
- We do not usually apply any concessions for the NNT and NLT as they give standardised scores and we can use this as an indicator for the necessity of future access arrangements.

### **Word Processor/Laptops**

- Learners in year 7 and 8 will not be provided with a laptop unless there is medical evidence of a specific condition such as developmental coordination disorder. Learners with illegible handwriting will be placed on specific fine motor skills intervention. Some learners will be allowed a laptop for extended writing assessments where advised by external agencies
- In year 9 if screening indicates that a learner's handwriting is illegible then they will be offered a laptop to use during some lessons where there is extended writing. Learners will book the chrome books from the SLC for single or double lessons but must return them at lunch and break.
- In some classes, computers are available and learners identified as having the arrangement of a word processor can use these instead of a chrome book. Learners who are going to use a word processor in exams should be encouraged by parents and teachers to use Doorway online or any other suitable web-based touch typing programme at home or in the library to practise.
- Use of School laptops away from Ysgol Harri Tudur / Henry Tudor School will only be authorised by the School Business Manager under rare and exceptional circumstances.

### **Reading Pens**

Learners identified as benefiting from the use of a reading pen and who are eligible due to their scores in screening tests will be issued with them during year 10. There is a limited number available.

## Appendix 1- Regulations regarding Word Processors in relation to Access Arrangements

This policy is updated annually on the publication of JCQ regulations and guidance documents, **Access Arrangements and Reasonable Adjustments** and **Instructions for Conducting Examinations**.

A word processor cannot be granted because:

- a candidate prefers to type rather than write
- can work faster on a keyboard
- they use a laptop or tablet at home.

### **Allowing the Use of Word Processors in Examinations - Learners with SpLD**

Learners will be allowed to use a laptop or tablet in examinations under the following conditions:

- They have a diagnosed learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
- A need has been established and its use is recommended by an Educational Psychologist / specialist assessor approved by the School.
- A candidate has been using the laptop or tablet as their normal way of working in any subject where they intend to use a laptop or tablet in an examination and has had specific practise and rehearsal in the use of a laptop or tablet under examination conditions (e.g. in mock exams).

### **Allowing the Use of Word Processors in Examinations - Learners without SpLD**

The use of a word processor must reflect the candidate's normal way of working (in the classroom, mock examinations, school tests) within the centre and be appropriate to their needs.

Only candidates with the following conditions who would benefit from the use of a word processor may be considered:

- a medical condition affecting the speed or legibility of handwriting;
- a physical disability affecting the speed or legibility of handwriting;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand;
- temporary medical condition e.g. broken arm

Where the use of a word processor in examinations/assessments meets JCQ criteria, we will:

- Provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs;
- Acknowledge that controlled assessment or coursework or non examination assessment can normally be completed on word processors unless prohibited by the specification;
- Permit a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing and hand write shorter answers;
- Ensure that a signed JCQ word processor cover sheet is completed and attached to the candidate's word-processed script before dispatching to the examiner or awarding body.

### **Provision of laptop or tablets to Exam Candidates**

We will ensure that JCQ regulations are strictly adhered to and provide a laptop or tablet according to the following regulations.

A word processor:

- must be used as a type-writer, not as a database, although standard formatting software is acceptable;
- must have been cleared of any previously stored data, as must any portable storage medium used. An unauthorised memory stick must not be used by a candidate. Where required, the centre must provide a memory stick to the candidate, which is cleared of any previously stored data;
- must be in good working order at the time of the examination;
- must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. The candidate must be present to verify that the work printed is his or her own.
- Word processed scripts must be attached to any answer booklet which contains some of the answers;
- must be used to produce scripts under secure conditions, otherwise they may be refused;
- must not be used to perform skills which are being assessed;
- must not be connected to an intranet or any other means of communication;
- must not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc

- must not include graphic packages or computer aided design software unless permission has been given to use these;
- must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;
- must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;
- must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

A word processor cover sheet (Form 4) must be:

- printed from the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> and
- included with the candidate's typed script. Please refer to the relevant awarding body's instructions as different processing arrangements apply.

An awarding body cannot guarantee a word-processed script will be processed unless a cover sheet has been included.

**Candidates will be advised:**

To ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If software does not allow this, once the candidate has completed the examination and printed off their typed script, they will be advised to handwrite their details as a header or footer. The candidate will be supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.

To number each page appropriately.

To use a minimum of 12pt font and double spacing in order to assist examiners when marking.

That invigilators will remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'auto save' on each laptop or tablet. This way, if there is a complication or technical issue, the candidate's work is not lost.

**Failure to Comply**

Failure to comply with the regulations contained in the JCQ documentation has the potential to constitute malpractice which may impact on the candidate's result(s).

Failure to comply is defined as:

- putting in place access arrangements that are not approved; or
- permitting access arrangements within the centre which are not supported by appropriate evidence.

**The criteria Ysgol Harri Tudur / Henry Tudor School uses to award and allocate word processors for examinations.**

**Statement for Inspection : Word Processor use for Examinations**

The '**normal way of working**' for examination candidates, as directed by the ALNCO, is that candidates handwrite their examination papers. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

**Awarding word processors**

There are also exceptions where a candidate may be awarded the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to the candidate.

Exceptions might include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor (illegible) handwriting
- an injury to the writing hand

**Allocating word processors**

Appropriate exam-compliant word processors will be **allocated** by the IT department in liaison with the SLT members, ALNCO, Access Arrangements Officer and the Examinations Officer.

Statement produced by: Ann Andrews Assistant Headteacher (ALNCO)

Statement date: January 2025

**Signed Ann Andrews 2025**