Bank View School

Exam Policy:
Word processor policy

Approved by: Full Governing Body	***(Chair signature)***	**Date:**
Last reviewed on: Marh 2024		
Next review due by: November 2025		

Bank View will provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to candidates where it is their normal way of working within school , unless an awarding body's specification says otherwise.
For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic brailler or a tablet.

The tablets used will

- Be designed to run for a long period of time once fully charged
- Be 'free-standing'.
- have sufficient battery capacity for the entire duration of the examination.

Candidates must be reminded 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 this cannot be done with the programme used, they must be handwritten as a header or footer. The candidate will be supervised to ensure that they are only performing this task and not re-reading their answers or amending their work in any way. Each page of the typed script must be numbered, e.g., page 1 of 6.
Invigilators must remind candidates to save their work at regular intervals, BVS will, in addition, set up 'autosave' on each laptop/tablet. Candidates should use a minimum font size of 12pt and double spacing.

The word processor will

- be used as a typewriter, not as a database, although standard formatting software is acceptable
- 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. When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate
- be in good working order at the time of the examination;
- Be used in such a a way that other candidates are not disturbed and cannot read the screen. 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
- be used to produce scripts under secure conditions, otherwise they may be refused
- not be used to perform skills which are being assessed
- not be connected to an intranet or any other means of communication
- not give access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc
- not include graphic packages or computer aided design software unless permission has been given to use these

- 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
- not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

Please refer to the relevant awarding body's instructions to check and see if a word processor cover sheet to be included with the candidate's typed script.