



## Updated Word Processor Policy (JCQ 2026 aligned)

### Purpose of the policy

This policy outlines how the centre manages and administers the use of word processors in examinations and assessments, in accordance with current JCQ regulations.

The centre follows the requirements of the JCQ publication:

- *Access Arrangements and Reasonable Adjustments (AA)*
- *Instructions for Conducting Examinations (ICE)*

### Principles for using a word processor

The centre complies with JCQ AA (current edition, 2025-2026) as follows:

- A word processor is provided **only where it removes a substantial disadvantage** for a candidate with a disability or learning difficulty.
- Use must **not compromise the integrity of the assessment** or the assessment objectives.
- The need for a word processor is considered **on a subject-by-subject basis**.
- Approval is based on **clear evidence of need and the candidate's normal way of working**.
- A word processor is **not granted solely due to preference, speed, or neatness**.

### Normal way of working includes:

- Classroom use (where appropriate)
- Internal assessments and mock exams
- Support sessions (e.g. literacy intervention)

### Exceptions:

- Temporary injury
- Newly diagnosed condition during the course

## The use of a word processor

The centre ensures that:

- Word processors are provided **with spelling/grammar check and predictive text disabled**, unless explicitly permitted.
- Access is granted **only where appropriate and evidenced**.
- Candidates may:
  - Type extended responses
  - Handwrite shorter answers where appropriate
- A **Word Processor Cover Sheet (Form 4)** is completed and attached to each script.

## Word processors and software compliance (ICE requirements)

The centre ensures:

- Word processors are used as a **typewriter only**
- All devices are:
  - Cleared of stored data before and after exams
  - Not connected to the internet or intranet
- Candidates:
  - **Do not use personal USB devices**
  - Are provided with secure, cleared storage if required
- No access to:
  - Spellcheck/grammar tools (unless permitted)
  - Predictive text
  - Other software (e.g. spreadsheets, calculators, internet tools)
- Voice recognition:
  - Only allowed where **formally approved as an access arrangement**
- Printing:
  - Completed **immediately after the exam**
  - Candidate must verify their work
  - Scripts securely attached to answer booklets

## Security and malpractice prevention (2026 emphasis)

To align with strengthened JCQ expectations:

- Devices must be **securely configured and locked down**
- No access to:
  - AI tools
  - Cloud storage

- External communication tools
- Centres must ensure:
  - **No opportunity for malpractice**
  - **Full audit trail of printed scripts**

### **Accommodation and invigilation**

- Candidates using word processors are:
  - Seated to prevent screen visibility
  - Supervised appropriately (separate invigilation where required)
- Printing procedures:
  - Conducted under supervision
  - Candidate confirms authenticity of work

### **Non-examination assessments (NEA)**

- Word processors may be used as standard **unless prohibited by the specification**
- Work must still comply with:
  - Authentication requirements
  - Controlled conditions where applicable

### **Key staff responsible**

Role	Name
SENDCo	Hannah Eley (Interim)
Exams Officer	Lisa Stewart