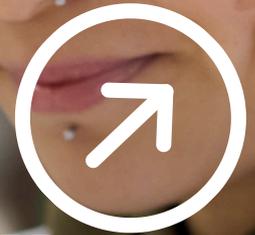




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Word Processor Policy for Examinations

London Maths & Science College

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Effective date: 21 February 2026

Review date: 21 February 2027

Policy owner: Anis Zaman, Director

Head of Centre: Eman Ahamed

Exams Officer: Anis Zaman

Designated Safeguarding Lead (DSL): Stephen Montford, Head of Mathematics

Deputy DSL: Eman Ahamed

Data Protection Officer (DPO): Eman Ahamed

IT Lead (on-screen and exam IT support): Ahsanul Farhan

Applies to: All candidates and staff involved in examinations at London Maths & Science College (LMSC) where use of a word processor is permitted as an access arrangement or as the candidate's normal way of working, in accordance with awarding body requirements

Regulatory alignment: JCQ *Instructions for Conducting Examinations (ICE) 2025–2026* and JCQ access arrangements principles (including the requirement that word processors are used as a candidate's normal way of working and do not provide an unfair advantage). (jcq.org.uk)

1. Purpose

This policy defines how LMSC manages and controls the use of **word processors in examinations** to ensure:

- candidates can access examinations fairly where permitted;
 - use of technology does not compromise exam integrity or provide unfair advantage;
 - all word processor use is compliant with JCQ rules and awarding body requirements;
 - exam evidence is secure, auditable, and correctly submitted with the script.
-

2. Scope

This policy applies to:

- written examinations where candidates produce extended responses and word processor use is permitted;
- candidates with an approved access arrangement for a word processor;
- candidates permitted to use a word processor as their normal way of working (where allowed under relevant awarding body rules).

This policy applies in exam rooms **301, 302, 303** and any designated smaller room used for separate invigilation where the Exams Officer authorises word processor use.

3. Policy statement

LMSC will:

1. permit word processor use only where it is **approved** as an access arrangement or where awarding body rules permit it as normal way of working without disadvantage/unfair advantage;
2. ensure clear controls on device configuration, security, printing, file handling and script attachment;
3. record and evidence that word processor use is legitimate and compliant;

4. ensure invigilators understand their responsibilities and maintain consistent supervision. (jcq.org.uk)
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4. Eligibility and approval

4.1 Approved access arrangement route

A candidate may use a word processor where:

- the arrangement is approved in accordance with the centre's access arrangements process; and
- the candidate uses a word processor as their normal way of working; and
- it does not compromise assessment objectives (e.g., certain elements of language accuracy may be assessed through handwriting in some contexts—awarding body rules apply).

The SENCo Lead (Stephen Montford) and External SENCo (Lahcen Lebetiou) advise on eligibility and evidence, and the Exams Officer ensures implementation.

4.2 Normal way of working

Where awarding body rules permit word processor use without formal approval for a given candidate/circumstance, LMSC will still require:

- evidence that it reflects the candidate's normal way of working; and
- the same technical and security controls as set out in this policy.

4.3 Prohibited / restricted circumstances

Word processors must **not** be used if they would invalidate the assessment or breach awarding body rules (e.g., where the assessment specifically requires handwriting, drawing, annotation, or where controlled conditions require specific methods). Any uncertainty must be escalated to the Exams Officer before the exam starts.

5. Security controls and permitted functionality

5.1 Device ownership and preparation

LMSC will normally provide a centre-controlled device (laptop) prepared by the IT Lead (Ahsanul Farhan). Candidate-owned devices are not permitted unless the Exams Officer has explicitly authorised it for a specific exam and equivalent controls can be guaranteed.

5.2 Permitted software

- A basic word processing application may be used (e.g., standard word processor).
- The software must allow printing and saving under controlled conditions.

5.3 Prohibited features (must be disabled/blocked where possible)

The following must not be available to candidates during the exam:

- internet access / Wi-Fi access for the candidate device;
- email, messaging, cloud storage, file sharing and collaboration tools;
- spellcheck, grammar check, predictive text, auto-correction, thesaurus tools, and translation tools **unless** awarding body rules explicitly permit them for the candidate and paper (generally these are not permitted because they can provide unfair advantage);
- speech-to-text dictation unless approved as a separate access arrangement and allowed for that assessment;
- any stored notes, templates, textbooks, or local files that could provide unfair assistance.

Where a feature cannot be reliably disabled at system level, the Exams Officer may require:

- a locked-down user account with restricted access; and/or
- a dedicated offline device profile used only for examinations.

5.4 Candidate access controls

- Candidates must not have administrator rights.
 - Candidates must not be able to access other files, external drives, or applications not required for the exam.
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6. Printing, file naming, and script submission process

6.1 Printing requirements

- All word processed responses must be printed after the exam and attached to the candidate's answer booklet or script materials as required.
- Printing must be supervised by an invigilator or authorised exams staff.
- The printing process must not allow candidates access to other documents, printers, or the internet.

6.2 File naming convention (mandatory)

Each candidate's exam file must be saved using this naming convention:

Centre number (if applicable) – Candidate number – Surname – First name – Paper code – Date

Example format (without punctuation constraints as required by the OS):

[CentreNo]_[CandNo]_[Surname]_[FirstName]_[PaperCode]_[YYYYMMDD]

6.3 Candidate identification on each printed page

Each printed page must include:

- candidate name and candidate number; and
- paper code (or be clearly attributable through a header/footer).

If the word processor does not automatically print headers/footers, the invigilator must ensure the candidate writes their details on each page immediately after printing (under supervision).

6.4 Page numbering

Pages must be numbered clearly (e.g., "Page 1 of 4") to ensure script completeness.

6.5 Attachment to the script

The invigilator must:

- verify the candidate details and paper code on the printed pages;
- check page numbering and total pages;

- staple securely in the correct order; and
- attach to the candidate's script/answer booklet as required by awarding body instructions.

6.6 Secure deletion and post-exam device handling

After printing and verifying:

- the file must be removed from candidate access and stored only in the controlled exams folder temporarily if required for audit;
- the device must be cleared in line with centre procedures so that confidential exam content is not retained on a device accessible to others.

The IT Lead (Ahsanul Farhan) is responsible for secure device reset routines following each series, under Exams Officer oversight.

7. In-exam rules for candidates using word processors

Candidates using a word processor must:

- remain under normal exam conditions at all times;
- not access internet, emails, messaging, or any unauthorised files/resources;
- not use spellcheck/grammar/predictive text or other prohibited tools;
- raise their hand for assistance if they experience technical issues;
- not attempt to print unless instructed and supervised.

Any breach may be treated as malpractice and escalated in line with the LMSC Malpractice and Maladministration Policy.

8. Invigilator responsibilities

Invigilators must:

- check that the device provided is the correct one and is prepared for exam use;
- confirm the candidate has no unauthorised materials and no access to prohibited functions;

- supervise actively, including monitoring the screen position where feasible;
 - follow controlled printing and script attachment procedures;
 - complete an incident log entry if any technical issue or breach occurs.
-

9. Technical failure and contingency arrangements

9.1 Immediate actions

If the device fails or freezes:

- the candidate must stop work and raise a hand;
- the invigilator records the time and informs the Exams Officer immediately;
- IT Lead attends under controlled conditions.

9.2 Continuity options (controlled)

Depending on the situation and awarding body rules:

- work may be recovered and printed;
- the candidate may be moved to a spare pre-configured exam device (if available), under supervision;
- additional time may be considered only where permitted by awarding body rules and must be recorded.

All actions must be documented in the incident log and the exam session pack.

10. Monitoring and compliance checks

The Exams Officer will:

- maintain a list of candidates approved/permitted to use a word processor for each series;
- ensure invigilator briefings include word processor rules and printing/attachment controls;
- conduct spot checks on device settings and compliance during the series;
- review incident logs and improve controls after each series.

11. Malpractice and irregularities

Any suspected misuse (e.g., internet access, prohibited tools, accessing stored notes, attempting to communicate) must be:

- recorded immediately;
- reported to the Exams Officer; and
- managed under the LMSC Malpractice and Maladministration Policy, including awarding body reporting where required.

12. Related documents

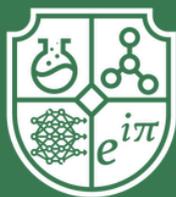
- Exam Room Conduct and Invigilation Policy
- Exam Security Policy
- Exams Office Operations Manual (ICE-mapped)
- Access Arrangements Procedure
- Malpractice and Maladministration Policy
- Data Protection Policy

13. Approval

This Word Processor Policy for Examinations is approved by the Director of London Maths & Science College (LMSC) and is effective from **21 February 2026**.

Approved by: Anis Zaman, Director

Date approved: 21 February 2026



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