

## **Access arrangements - computer reader, voice recognition technology and word processor with the spelling and grammar check enabled**

As centres are busy making final applications for access arrangements in preparation for this summer's exams series, we are just clarifying the use of a computer reader, Voice Recognition Technology and word processors with the spelling and grammar check enabled.

It is possible that incorrect information may have been conveyed to some schools.

JCQ provides clear and detailed guidance on the use of, and application for, all of the above in their [Access Arrangements and Reasonable Adjustments](#) publication. For computer reader see Section 5.5 (pages 33-43), for Voice Recognition Technology consult Section 5.7 (pages 45-53), whilst guidance on word processors with the spelling and grammar check enabled can be found in Section 5.7 (pages 45-53).

In summary, some of the key points to note are:

- A candidate can only use a **computer reader** in GCSE or GCE examinations where an approved application for a computer reader is on file. The evidence to support an approved application for a computer reader must be in line with the JCQ regulations.
- A candidate can only use **Voice Recognition Technology** in GCSE or GCE examinations where an approved application for a **scribe** is on file. The evidence to support an approved application for a scribe, in this case Voice Recognition Technology, must be in line with the JCQ regulations. A scribe cover sheet (Form 2) must be attached to the candidate's script.
- A candidate can only use a **word processor with the spelling and grammar check enabled** (switched on) where an approved application for a **scribe** is on file. The evidence to support an approved application for a scribe, in this case a word processor with the spelling and grammar check enabled, must be in line with the JCQ regulations. A scribe cover sheet (Form 2) must be attached to the candidate's typed script.
- A **computer reader, Voice Recognition Technology** and the use of a **word processor with the spelling and grammar check enabled** (switched on) are not centre delegated arrangements and cannot be awarded solely on the basis of normal way of working within the centre. To do so would be centre malpractice.

To ensure that your centre does not fall foul of the above during a JCQ inspection, it is important to relay this information to your SENCo. He/she needs to be aware of the regulations relating to the use of a computer reader, Voice Recognition Technology and a word processor with the spelling and grammar check enabled, and must ensure that these are correctly applied in your centre.

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