

## NOTICE TO CENTRES

FAO: Exams Officer

Date: March 2011

Subject: Use of word processors in examinations

### RE-INTRODUCTION OF THE WORD PROCESSOR COVER SHEET

The range of assessments that is being marked on-screen is rapidly increasing, which means that a very high volume of scripts are passing through bulk scanning processes. Although word-processed scripts are an accepted part of access arrangements, they do not have a common format and they can therefore be confused with the 'non-standard' items that awarding bodies' scanning centres manage.

To ensure that there is no delay in the marking of word-processed scripts, we have decided to reintroduce the cover sheets that were traditionally used when centres had to apply for this arrangement. These can be obtained from the JCQ website at [www.jcq.org.uk](http://www.jcq.org.uk).

Please note that:

- There is still no need to apply for this arrangement.
- Candidates can use a word processor in exams if it is their normal way of working.
- A cover sheet must be attached to all word-processed scripts.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.