

### **Policy Covering the Use of a Word Processor In Exams**

This document sets out the conditions for granting students access to a word processor for formal exams and assessments. In line with the JCQ requirements, students may use a word processor if this is their “normal way of working” within the exam centre (school). In such cases, the word processor allows the student to work in a way which enables them to show true potential but does not give an advantage over others. A student will only be allowed to use a spell check facility if the need is established by the access arrangement assessor in line with current regulations.

Examples of need are:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly/coherently.
- A medical condition.
- A physical disability
- A sensory impairment
- Planning and organisational problems when writing by hand
- Poor handwriting

It is important to note that a word processor cannot be granted because the student wants to type rather than handwrite but there is no evidence of need. “Normal way of working” applies to working within school and not if a word processor is only used at home.

Under no situation can a student use their own word processor during an exam. Technology will be provided by the school.

Where students are sitting papers with a mixture of long and short answers, they can choose to handwrite shorter answers or numbers and symbols if it is easier for them to do so.



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