



HELE'S SCHOOL WORD PROCESSOR IN EXAMS POLICY

With regard to:

Criteria used by Hele's School to agree a student's use of a word processor for examinations. Please see our Policy for full details.

In line with JCQ guidance 5.8.4 Word processors*

Hele's School **provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre**. For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand.

Hele's School **considers the use of word processors in non-examination assessment components as standard practise unless prohibited by the specification.**

Hele's School permits a candidate using a word processor in an examination to type certain questions; i.e. those requiring extended writing and handwrite shorter answers. This prevents the candidate being disadvantaged by having the difficulty of visually tracking between the question paper and screen for examinations where more simplistic answers are required; these answers are often easier to handwrite within the answer booklet.

Where a pupil is authorised to use a word processor as their normal way of working and therefore may use it in examinations, the SENCO will contact the candidate, to arrange which specific examinations they wish to use a word processor for. Only the relevant software applications will be available; spell-check, grammar check and the thesaurus will not be enabled. At the end of an examination the candidate will be required to accompany the Invigilator to check the printed document is complete before it is deleted from the memory stick and laptop.

Hele's School complies with JCQ guidance, our advice to parents/ carers is that: **principally, a word processor cannot simply be granted to a candidate because he/she wants to type rather than write in examinations or can work faster on a key board, or because he/she uses a laptop at home.**

In addition, Hele's School will ensure that the use of a word processor **must reflect the candidate's normal way of working within the centre.**



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Candidates who Hele's School consider would benefit from the use of a word processor are as follows: For example, a candidate with:

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

This is not an exhaustive list and we will review candidates on a case by case basis.

Trudi Skinner – SENCO

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Hele's School Policy No:		Person Group Responsible:	SLT/SENCO
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Related documentation			