

Policy on the use of a word processor in external examinations

Reviewed by: Head of Neurodiversity and Examinations Officer

Last review: June 2021

Next review: June 2022

Some students may be granted the use of a word processor during some or all of their examinations. For example, candidates with:

- a learning difficulty which has substantial and long-term adverse effect on the ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- poor handwriting
- planning and organisational problems when writing by hand

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs. (*See Joint Council for Qualifications - Instructions for conducting examinations section 14.20 – 14.25*).

The use of word processor must be a proven, evidenced normal way of working in school, for it to be allowed in an examination.

The use of a word processor will not be granted to a candidate because he/she prefers to type, works faster on a keyboard, or because they use a word processor at home.

In these cases, students will not be allowed to use a word processor in examinations as this is not a proven and evidenced normal way of working in school.

The Head of Neurodiversity will make all the necessary recommendations, which should be in place at the end of the first term.

Emergency provision because of broken arm/hand/wrist bones will be given.

Other circumstances will be treated as individual cases, with advice taken from awarding bodies and the JCQ.