

## Word Processor Use Policy

### Introduction

In certain circumstances it is appropriate for students to use word processors to complete work. The following policy lays out the criteria for when such use is appropriate, in particular focusing on word processors as an access arrangement for examinations. The school will provide word processors for students in exams with the spelling and grammar checks/predictive text disabled where it is the student's normal way of working and it is appropriate to their needs.

### Criteria for use of a word processor

The criteria for use are based on the guidance given in the JCQ publication, 'Access Arrangements and reasonable adjustments' and Cambridge International's 'Cambridge Handbook'.

Word processors will be considered for students, particularly in those examinations which require a significant amount of writing and place a greater demand on the need to organise thought and plan extended answers.

The following are reasons why a student might be granted the use of a word processor:

- if they have a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- if they have a medical condition;
- if they have a physical disability;
- if they have a sensory impairment;
- if they have planning and organisational problems when writing by hand
- if they have legibility issues.

A word processor will not be granted to a candidate just because he or she decides they now want to type rather than handwrite examinations or because they can work faster on a keyboard or because he or she uses a laptop at home.

Students that would benefit from the use of a word processor will be provided with one at the instigation of the SENDCo, informed by the student's teachers. It would be optimal if word processing has been recommended by an external professional for example, a specialist assessor.

Students who are going to use a word processor in GCSE examinations will use a word processor in internal examinations, during independent studies, for homework and during lessons so that it is their normal way of working.

Candidates who are assessed and have spelling accuracy in the below average range with unrecognisable spelling attempts may use a word processor with the spell check enabled (for specifications which allow it) rather than using a scribe. For Cambridge International examinations this arrangement will not be available to use in syllabuses which test spelling, punctuation and grammar or quality of written work and candidates cannot use any other functions, such as the thesaurus, grammar check or predictive text.

Authorised by	Jason Fletcher
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