EXAMINATIONS: Acceptable use of a Word Processor in a Public Examination

The aim of this policy is to clarify the circumstances under which it is acceptable to use a word processor in a public examination.

There are three distinct areas where its use is appropriate:

i) **Non examination assessment** components can normally be completed on word processors unless prohibited by the specification.

ii) If a candidate has **physically injured themselves prior to the examination**, it might be appropriate to give the student access to a word processor to allow them to undertake the examination.

iii) Access to a word processor might also benefit a student 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.**
- **illegible handwriting.**
- **planning and organisational problems when writing by hand.**

Before deciding whether use of a laptop would be the best way forward, it is also worth considering the nature of the examination. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet as the candidate avoids the difficulty of visually tracking between the question paper and screen. Assessments which involve a significant amount of writing, as well as those which place a greater demand on the need to organise thought and plan extended answers, are those where a word processor would be appropriate.

Permission to use a word processor in examinations will be granted within the framework and guidelines issued by the Joint Council for Qualifications. Any permission will only be given following consultation with the Head of Learning Support and the student's teachers. At all times when deciding whether to allow a candidate usage of a word processor, it **must** be considered whether this would **reflect the candidate's normal way of working** and is appropriate to the candidate's needs.

A word processor **cannot** simply be granted to a candidate because she prefers to type rather than write or can work faster on a keyboard or because she uses a laptop at home.

The spelling and grammar check facility must be disabled and a word processor cover sheet (Form 4) must be completed and attached to the candidate's typed script.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed June 2020
Next Review June 2021

Signed: …………………………………………….. Date: ………………………

Mrs J Adams
Chairman of the Governing Body