Policy document

Use of Word Processors in examinations – guidance for students

1 Introduction

1.1 Some students MAY benefit from the use of a word processor in examinations. This includes candidates with:
   a) **a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;**
   b) **a medical condition;**
   c) **a physical disability;**
   d) **a sensory impairment;**
   e) **planning and organisational problems when writing by hand;**
   f) **poor handwriting.**

   This is not an exhaustive list

1.2 A word processor cannot simply be granted because you now want to type rather than write in examinations or can work faster on a keyboard, or because you use a laptop at home

1.3 **In order to qualify for the use of a word processor in examinations, it must be your <u>normal way of working in class</u>.**

2 Diagnosed specific learning needs

2.1 If you have a **diagnosed specific learning need** which requires the use of a word processor, the SENCo will gather evidence from your teachers to ensure that this is your normal way of working

2.2 If you <u>do not</u> have a **diagnosed specific learning need**, but are requesting the use of a word processor during examinations, you should follow the procedure below:
   a) Refer yourself to the SENCo to make the request. This must be at least **three months before** the examinations commence
   b) The SENCo will ask for samples of work as evidence of need
   c) The SENCo will then seek evidence from your teachers that using a word processor has been, and continues to be, your **normal way of working**

3 Temporary condition

3.1 There may be occasions when a student has a temporary condition which requires the use of a word processor in examinations. This could be a medical condition which has flared up or a one-off condition such as a broken bone

3.2 Medical evidence will be requested where possible

3.3 The same procedures for using a word processor in examinations will be applied

4 Using a word processor in the examination itself

4.1 It is not possible for you to use your own laptop or word-processing device in an examination; you will be issued with a college device with all spelling and grammar checking facilities disabled as well as predictive text (unless you have been permitted a scribe or are using speech recognition technology or the awarding body's specification permits the use of automatic spell checking)

4.2 If appropriate, you can submit a mixture of hand-written and word-processed answers

4.3 Your answers are saved on a memory stick which must be provided by the college (no unauthorised memory sticks), then printed out by the chief invigilator and attached to your examination script. The candidate must be present to verify that the work printed is his or her own. A cover sheet may be required by the awarding body.

4.4 The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification

4.5 A word processor must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

5 Equality Impact

The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
March 2023	March 2023	N/A	N/A	March 2024	