



## 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 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 when writing by hand;
  - 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 normal way of working in class.

## **2 Evidence required to support the use of a word processor**

- 2.1** Any recommendations made by a specialist assessor within diagnosis of a specific learning need will be used as guidance for the SENCo to form a judgement about the appropriateness of using a word processor relating to the setting, student and/ or subjects.
- 2.2** If you request a word processor due a medical need, relevant, up to date medical evidence must first be provided
- 2.3** If you request a word processor due to illegible handwriting, the SENCo will collect samples of hand-written assessed work from your teachers in each relevant subject to inform their decision
- 2.4** If you request a word processor due to slow handwriting, the SENCo will collect feedback from teachers and/or conduct a handwriting and typing speed assessment in order to inform their decision
- 2.5** If you request a word processor due to difficulties with planning and organising ideas when writing by hand, the SENCo will gain feedback from teachers after you have trialled the use of a word processor in a timed assessment

### **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 Spelling and Grammar check facility/predictive text**

---

- 4.1 If the centre has permission for a student to use a scribe, it is appropriate to their need and it is their normal way of working to do so, they may alternatively use a word processor with the spelling/ predictive text and grammar check switched on
- 4.2 Where a student with learning difficulties is not subject to a current EHCP, a Form 8 must show a below average spelling accuracy standardised score of 84 or less with unrecognisable spellings

### **5 Using a word processor in the examination itself**

---

- 5.1 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)
- 5.2 If appropriate, you can submit a mixture of hand-written and word-processed answers
- 5.3 Your answers are saved on a memory stick which must be provided by the college (no unauthorised memory sticks), then printed out by the invigilator and attached to your examination script. The candidate must be present to verify that the work printed is their own. A cover sheet may be required by the awarding body
- 5.4 The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification
- 5.5 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

### **6 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 2024	April 2024	N/A	N/A	March 2025	