



## **Word processor use in Assessments and Examinations - 2017-18**

**The Academy fully supports the use of word processors in assessments and examinations in line with JCQ regulations and recommendations.**

5.8.1 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs.

For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand.

5.8.2 The use of word processors in controlled assessment or coursework components will be considered standard practice unless prohibited by the specification.

5.8.3 It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

N.B. Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

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.

### **Word Processor Statement 2017-18**

Use of a word processor in examinations is a centre-delegated arrangement. This statement about the use of word processors has been prepared to be shared with stakeholders. Principally, a word processor cannot simply be granted to a candidate because he/she now **wants to** type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

It is not a reasonable adjustment for a candidate to request use of a word processor because they can type faster than they can handwrite. The use of a word processor will be as a result of a **well-established SEN need/illegible handwriting which has been identified and evidenced over time.**

**Permission to use a laptop/device in class should not be taken to imply permission to allow this arrangement in assessments/exams.** These decisions are taken at the start of the GCSE/A Level courses following testing and consultation with staff.



**Permission to use a word processor in an exam may well be granted for a candidate 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 list is not exhaustive. Each case will be considered on its merits and a decision will be made by the SENCO and Exams Officer in consultation with SLT.