



Word Processor Use in Examinations Policy

The Academy Policy has a number of governing principles:

The use of a Word Processor in an exam needs to reflect a candidate's normal way of working and must be appropriate to the candidate's needs.

A Word Processor cannot be granted to a candidate solely because he/she prefers to type rather than write or can write faster on a keyboard.

The SENCo may liaise with the Specialist Assessor when appropriate to ascertain the need for a Word Processor.

Candidates who might benefit from such an arrangement can, for example, include those with a learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly;

- a medical condition;
- a physical disability;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand.

The use of a Word Processor will be considered when

- A need has been established;
- Its use has been approved by the SENCo; and
- Appropriate assessment (below) has been undertaken.

The SENCo needs to be satisfied that:

- A candidate's typing is efficient, accurate and of sufficient speed to be able to cope with the demands of using a Word Processor in an exam.
- A candidate has used a Word Processor as his or her normal way of working in the subject area.
- The candidate has had sufficient practice in the use of it under exam conditions.

Where the above requirements are not met, the use of a Word Processor will not be recommended.

The SENCo will, as and when appropriate, explore whether the use of a Word Processor should be recommended as a student's normal way of working.

The Access Arrangements Coordinator will then liaise with the relevant curriculum area and the course teacher to ensure that the normal way of working in class and during mock exams reflects their recommendations.

The Access Arrangement Coordinator to periodically review the agreed arrangements and make adjustments as and when necessary.



Key Personnel

Alison Campbell - SENCo

Katherine Burrows – Deputy SENCo/Exams Assessor

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