

## Policy on Use of word Processors for Examinations

February 2024

### **Candidates who may use or benefit from use of a Word Processor**

Candidates who may benefit from the use of a Word Processor in Exams include those with:

- A learning difficulty which has a substantial and long-term 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
- Extremely slow handwriting

**Bedale High School does not simply grant the use of a word processor to a student because he/she prefers to type rather than or can work faster on a keyboard, or because he/she uses a laptop at home.**

### **Examination use**

Bedale High School complies with the JCQ AA Adjustments for pupils with disabilities and learning difficulties regulations and guidance as follows:

- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled student.
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.
- Students may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our students, the need for the use of a word processor is considered on a subject-by-subject basis.
- The use of a word processor is considered and agreed where appropriate at the start of the course. Students are subsequently aware that they will have the use of a word processor for examinations and non-examination assessments.
- The use of a word processor for students is only granted if it reflects the support given to the student as their 'normal way of working', which is defined as support:
  - a) In the classroom
  - b) Or working in small groups for reading and/or writing
  - c) Or literacy support lessons
  - d) Or literacy intervention strategies, and/or
  - e) Or in internal school tests and mock examinations
- The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment. In such cases, the school may ask to see medical documents as evidence of need.
- Bedale High School allows students to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. The school is also aware that 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 students will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The student avoids the difficulty of visually tracking between the question paper and screen.

**In all cases, the school ensures that a word processor cover sheet (Form 4) is completed and included with each student's typed script.**

- Spelling and grammar checks and predictive tools will be disabled (in very specific circumstances an Educational Psychologist or Specialist Teacher Assessor may recommend differently) as will any connection to the internet. Scripts will be printed out on School printers as soon as each examination ends. The student must be present for this to check that all pages have been printed and then sign each page.

