WORD PROCESSOR POLICY

DORIN PARK SCHOOL

(Exams/Assessments Suite)

REVIEWED: **Leadership Group**

DATE: **SPRING 2020**

NEXT REVIEW DATE: **SPRING 2021**

This document is reviewed annually to ensure compliance with current regulations

A word processor cannot be granted to a student to use in examinations because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the student's normal way of working within the school and be appropriate to their needs.

This list helps to identify students who would benefit from the use of a word processor, although it is not exhaustive:

- 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
- Planning and organisation problems when writing by hand
- Poor handwriting

A word processor will be provided by the school with the spelling and grammar checkers and predictive text facility switched off (unless an awarding body's specification says otherwise). Word processors will be in good working order at the time of the examination.

Students may use their answer booklet in addition to the word processor if they wish to do so.

Only authorised memory sticks provided by the school may be used, if appropriate.

Students must save their work at regular intervals.

Printing must be carried out after the examination is over, and the student must be present to verify that the work printed is his/her own.

Students must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

A JCQ word processor cover sheet must be completed and attached to the student's script.