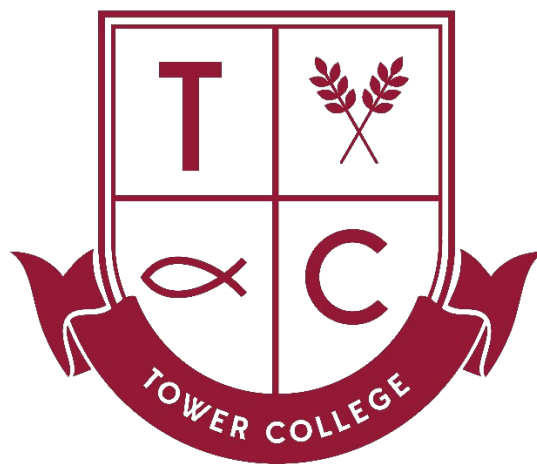


EXAMINATION POLICY

WORD PROCESSOR POLICY



Date of Policy: October 2018

Review Date*: October 2019

Coordinator (s): Mrs P Knox

Governor: Mrs C Parr

*** Policy Review: Every three years otherwise dictated by the FGB (Full Governing Body) or by changes in legislation.**

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

A word processor cannot be granted to a pupil 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.

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 for which the school has historical evidence of need.
- Illegible handwriting

A word processor will be provided by the school with the spelling and grammar checkers and predictive text facility switched off. WordPad is the software installed on word processors used for examination purposes. Word processors will be in good working order at the time of the examination.

Pupils 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. Pupils must save their work at regular intervals. Printing must be carried out after the examination is over, and the pupil must be present to verify that the work printed is his/her own.

Pupils 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 pupil's exam script.