



St Dunstans's School

Statement of the use of Word Processors for Examinations

Below are the criteria St Dunstan's School uses to award and allocate word processors for examinations:

Exam Work

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Exceptions might include where a candidate has, for example:

- ▶ 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 has been agreed to comply with JCQ exam regulations, Access Arrangements, section 5.8, that state:

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

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the SENCo or her nominated person and the exams officer, in liaison with appropriate ICT support.

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