Cirencester Kingshill School

USE OF WORD-PROCESSORS
Policy 2023-2024

The policy has been drawn up in line with the regulations Access Arrangements and Reasonable Adjustments produced by the Joint Council for Qualifications.[1]

Policy

Use of a word-processor for an examination cannot simply be granted to a candidate 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 candidate's normal way of working within the Centre and be appropriate to the candidate's needs.

Decisions on whether a candidate will be permitted to use a word-processor will be referred to the Learning Support staff and ultimately to SENCo for a final decision.

Criteria for application

Most applications for word-processor use will come to the Exams Office via referral from the SENCo/Learning Support department. Qualifying criteria may include, but not be limited to:

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

Priority will be given to those students who have a documented learning difficulty.

Risk Awareness

Using IT in an exam carries unavoidable risks and students/parents should be aware of these when the decision is taken to type rather than hand-write an exam paper.

In class use

Laptops may be used in class, at the discretion of the teacher, with the understanding that these students will handwrite their responses in an exam or assessed situation. Applications to type in assessed situations will be assessed on an individual basis.

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[1] AA_regs_22-23_FINAL.pdf (jcq.org.uk)