



Croydon High School GDST

Senior School Public Examination Access Arrangements: Use of a Word Processor Policy

Responsibility: Examinations, Assessment and Data Officer

Last Review: September 2022

Next Review: September 2023

In some instances, a pupil may be advised to consider the use of a word processor for their examinations. A word processor cannot simply be granted to a pupil because they want to type rather than handwrite in examinations, or can work faster on a keyboard, or because they use a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre and the school must hold evidence demonstrating the reasons why the use of a word processor has been awarded. Although not an exhaustive list, the reasons may include:

- a learning difficulty which has a substantial and long term adverse effect on a pupil's ability to write legibly;
- a physical disability;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand;
- slow handwriting speed but no other below average scores;
- the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand;
- a medical condition with evidence supplied by a medical professional;
- traits of ASD or ADHD where the pupil is able to concentrate much better with the use of a screen;
- slow handwriting speed alongside slow processing and reading speeds would require use of a word processor in addition to extra time.

It is permissible for a pupil using a word processor in an examination to type certain answers, those requiring extended writing, and to hand write shorter answers. Examinations that have a significant amount of writing, as well as those that place a greater demand on the need to organise thoughts and plan extended answers, are those where pupils will frequently need to type. Examinations that require more simplistic answers are often easier to handwrite within the answer booklet. The pupil avoids the difficulty of visually tracking between the question paper and the screen.

Croydon High School currently has a bank of laptops with dedicated logins for examination purposes only. The logins allow for no internet access and nothing other than a word document with the spelling and grammar disabled. They are kept in the Examination Officer's room and are used under their supervision.

If a pupil uses a word processor, they must do so with the spelling and grammar check facility / predictive text disabled (unless they have qualified for a scribe) and this must be the pupil's normal way of working within school.

It is up to the candidate to ensure that they save work at regular intervals. In internal examinations only, if they are also granted extra time they must indicate by changing to a different font the point at which their extra time began. This will provide evidence of need.

The school uses the Impero transfer system to collect candidates' work at the end of the examination. The Examinations Officer sends a request to the candidate to send their work and two copies are then printed by the Examinations Officer under a secure printing code. The candidate then checks that the printed version is their work and complete and the Examinations Officer returns one copy to the board together with the answer booklet if used and the appropriate cover sheet. The second copy is sealed in an envelope which the candidate countersigns and is kept under secure conditions in the examinations store until the deadline for enquiries about results has passed, in line with JCQ regulations.

Usage of word processors as a normal way of working will be monitored by class teachers and the SENCO to ensure that it is an effective examination access arrangement for that candidate.