



THE MOUNTBATTEN SCHOOL

School Improvement Committee

Access Arrangements – Use of a Word Processor for Examination Policy

The Centre Policy for the use of a Word Processor in Examinations
(as directed by the JCQ)

Reviewed : January 2021

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The use of a word processor, with the spelling and grammar check disabled, must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

This will not be granted because a candidate now wants to type rather than to write in examinations or can work faster on a keyboard or because they use a laptop at home.

Candidates who would benefit from using a word processor in examinations are:

- A candidate who has a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly. The nature of the learning difficulty will be established with a current EHCP or by the Access Arrangements Assessor conducting school testing, reviewing diagnostic reports and subject teacher evidence. The use of a word processor is the candidate's normal means of producing written work within the centre.
- A candidate who has a below average free writing speed but, when using a word processor, they can produce written work at a speed equivalent to an average writing rate. This is their normal way of working within the centre. The candidate's free writing speed is assessed by the Access Arrangements Assessor and evidence of their writing speed from the subject teachers is reviewed.
- A candidate who has a medical condition which is supported by a current, written diagnosis from a hospital consultant or specialist or a current EHCP.
- A candidate who has a physical disability which is supported by a written diagnosis from a hospital consultant or specialist, Occupational Health, the Hampshire Advisory Service or a current EHCP.
- A candidate who has a sensory impairment which is supported by a written diagnosis from a hospital consultant or specialist, the Hampshire Advisory Service or a current EHCP.
- A candidate who has planning and organisational problems when writing by hand. The candidate is assessed by the Access Arrangements Assessor alongside evidence from their subject teachers that using a word processor allows the candidate to correct text and sequence answers. This reflects their normal way of working within the centre.
- A candidate who has very poor handwriting but does not have a learning difficulty. Their handwriting is very hard to decipher by their subject teachers so using a word processor is their normal way of working within the centre. The Access Arrangements Assessor will assess the extent of their difficulty with evidence of their legibility when compared to their word processing skills.

It is permissible for a candidate using a word processor in an examination to type certain questions i.e. those requiring extended writing and to handwrite shorter answers.

