

USE OF WORD PROCESSORS FOR EXTERNAL/INTERNAL ASSESSMENTS AT THE JUDD SCHOOL

Policy dated: October 2013

Review date: October 2016

The Judd School is allowed to provide a word processor to an examination candidate if:

- Written communication is hampered because the student's writing is illegible, or incomprehensible, or messy, or slower than average, and typing is an option because they are a proficient typist;
- An identified learning difficulty affects the quality and quantity of the student's written communication when writing by hand;
- They are visually impaired.

p.22, Joint Council for Qualifications (JCQ) *Access Arrangements, Reasonable Adjustments and Special Qualifications* booklet 2011/12.

Note that:

- Word processor use **has to be authorised by the school** (SENCo/Specialist teacher/network manager must all be in agreement) and is not automatically granted if requested
- Students allowed to use a word processor for examinations or controlled assessments do so because it is their **normal way of working within the centre**; the student's normal way of working will be monitored by the student's teachers. Evidence of the student's normal way of working will be collected.
- All standard functionality on a word processor is switched off for assessed work.
- In some instances it will not be possible to use a word processor: for example, some assessments, either practical or written, may disallow it.
- Students are responsible for saving, and backing up their work on a regular basis.
- Should there be equipment or power failure during an examination, it may not be possible to provide replacement equipment within the time period allowed for the examination. The exam boards have procedures for this eventuality.
- The use of a word processor in some subjects/for some tasks/within some contexts is not useful and common sense must prevail as to the best method of learning and assessment: other life skills such as penmanship, highlighting/annotating texts, taking/making notes should still be acknowledged as valuable.
- Regulations issued from JCQ regarding the use of word processors in external examinations may change in future.

Signed: Headmaster Date:

Signed: Chairman Date: