



## Word Processor Policy (Exams)

The Oratory School follows guidance on the provision of a word processor for examinations provided by the Joint Council for Qualifications (JCQ). Full details of examination access arrangements can be found in the JCQ publication '[Access Arrangements and Reasonable Adjustments](#)'

### Principles for using a word processor

- Candidates with access to a word processor are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.

The Oratory School uses the following criteria to allow a pupil to use a word processor if:

- The pupil has 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, which includes processing difficulties for whom using a WP reduces the cognitive load.
- Poor handwriting.

The only exception to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

The provision of a word processor does not, in itself, entitle candidates to extra time in examinations.

A word processor is not granted to a pupil sitting exams because they would rather type than write in examinations, or because they can work faster on a keyboard or because they use a laptop at home.

Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

All pupils will use WordPad, where the spelling and grammar check facility/predictive text is disabled (switched off). Access to a WP is given to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

The use of a word processor is only granted if it reflects the support given to the candidate as their 'normal way of working', which includes in the classroom, mock examinations, tests and prep tasks.

Signed .....

Position .....

Date .....