



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'

The regulations state that centres are allowed to provide a word processor, with the spelling and grammar check facility/predictive text switched off, where it is the candidate's normal way of working within the centre, which includes, in the classroom, tests and mock examinations.

In following the JCQ regulations, we use 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 **cannot** simply be granted to a candidate because they now want to type rather than write in examinations or 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.

The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

All decisions about the use of a word processor in examinations are made by the SENCO.

