

Word Processor Policy

2020/21

This handbook is reviewed and updated annually

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**Use of Word Processor Policy**

This Policy is in line with current JCQ regulations JCQ, 2019-20)

Some candidates may benefit from the use of a word processor during some or all of their examinations. In all cases, the use of a word processor must reflect the candidate's normal way of working in school and be appropriate to the candidate's needs. The use of a word processor will not be granted to a candidate because he/she prefers to type, works faster on a keyboard, or because they use a laptop/PC at home or school. The following types of candidates would benefit from the use of a word processor:

For example candidates with:

* 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;
* Illegible handwriting to the extent that it will give a student a significant disadvantage in examinations;
* Planning and organizational problems when writing by hand.

This list is not exhaustive.

The Head of Learning Support must assess candidates before approval for the use of a word processor can be granted.