



## **SUPPORTING ACCESS ARRANGEMENTS WORD PROCESSING POLICY**

### **Use of a word processor in school and in public and school examinations**

In compliance with JCQ guidelines:

The School will permit the use of a word processor in examinations, where this is the candidate's normal way of working within the school.

The arrangement can only be put in place for a candidate if:

- He/she has difficulty writing legibly at least at an average speed
- He/she has poor handwriting
- He/she has a medical condition affecting handwriting
- He/she has a physical disability affecting handwriting
- He/she has a sensory impairment affecting handwriting

The School will collect evidence of the candidate's need for, and use of, word processing in lessons and in exams.

Candidates will NOT be permitted to word process in school simply because they:

- Prefer to type
- Can work faster on a word processor.