

Word Processor Use Policy

Introduction

In certain circumstances it is appropriate for students to use word processors to complete work. The following policy lays out the criteria for when such use is appropriate, in particular focusing on word processors as an access arrangement for examinations. The school will provide word processors for students in exams with the spelling and grammar checks/predictive text disabled where it is the student's normal way of working and it is appropriate to their needs.

Criteria for use of a word processor

The criteria for use are based on the guidance given in the JCQ publication, 'Access Arrangements and Reasonable Adjustments' and Cambridge's 'Cambridge Handbook'.

Word processors will be considered for students with SEND, particularly in those examinations which require a significant amount of writing and place a greater demand on the need to organise thought and plan extended answers.

The following are reasons why a SEND student might be granted the use of a word processor for examinations:

- if they have a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- if they have a medical condition;
- if they have a physical disability;
- if they have a sensory impairment;
- if they have planning and organisational problems when writing by hand
- if they have legibility issues.

A word processor will not be granted to a candidate just because they now want to type rather than handwrite examinations or because they can work faster on a keyboard or because they use a laptop at home.

Students that would benefit from the use of a word processor will be provided with one at the instigation of the SENDCo, informed by the student's teachers.

Students who are going to use a word processor in GCSE examinations will use a word processor in internal examinations, during independent studies, for homework and during relevant lessons so that it is their normal way of working.

Authorised by	Jason Fletcher
Date	September 2025

Review date	September 2026
Circulation	Staff and parents via website.