BRADFIELD COLLEGE

Word Processor Policy

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Use of Word Processors

A pupil sitting an exam may be approved the use of a word processor where this is appropriate to the pupil's needs and not simply because this is the pupil's preferred way of working within the centre.

A word processor cannot simply be granted to a pupil because he/she now prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the pupil's normal way of working within the centre and be appropriate to the pupil's needs.

In order to use a word processor in both internal and external exams, the pupil must show a significant and substantial need.

Candidates who may benefit from the use of a word processor may include but not limited to those 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
- Planning and organisational problems when writing by hand
- Poor handwriting which has a substantial impact on legibility in context

The example of the type of evidence for the use of a word processor in exams are one of more of the following:

- The handwriting makes a high percentage of words are illegible in context so that someone unfamiliar with the handwriting cannot read it fluently and easily.
- The pupil experiences extreme discomfort when handwriting at length and has a medical condition diagnosed and confirmed by a practising medical professional.
- The pupil has legible handwriting but makes omissions and cannot order his/her ideas correctly so that the sense gets lost and is difficult to decipher and will significantly impact the outcome.

Evidence is required in all cases.

Evidence consists of: a timed handwriting assessment, reviewing of exam scripts (which were produced under time constraints), samples of written classwork, timed typing sample (with grammar and spellcheck disabled).

Awarding of a Word Processor:

Pupils may refer themselves to the Support and Study Skills Department (SSSD) should they have concerns regarding their handwriting. Teachers may also refer pupils who they believe to have indecipherable handwriting to SSSD.

The Learning Support specialists will review the pupil's scripts to determine next steps. Should the handwriting be difficult to read the department will conduct a timed typing test along with a standardised assessment for handwriting. Both assessments will include one minute planning time and ten minutes of typing/handwriting time. The Learning Support specialist will review both pieces of work to determine how many words were produced a minute as well as the quality of the text produced (punctuation, structure, coherency, and demonstration of thoughts and ideas).

Pupils using word processors at Bradfield College will be required to use the school's equipment in external examinations. Pupils must disable their spell and grammar check unless they qualify for use of these tools within the JCQ guidelines as these functions will not be available in exams. All pupils allocated use of a word processor in examinations are grouped together in the back of the exam hall or in a different room, should this be necessary due to additional considerations.

If a pupil is awarded a word processor the pupil will be made aware, and the information will be added to the school database so that teachers are informed of the concession and it becomes their normal way of working within the centre.

Word processors will be awarded on a subject-by-subject basis.

The time frame is governed by JCQ (Joint Council for Qualifications), who state the concession needs to be in place at the beginning of the course (year 10 and year 12 respectively).

Further information can be found in section 5.8 of the JCQ document *'Access Arrangements and Reasonable Adjustments'*.