

Word Processor in Exams Policy



Lealands
High School

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1. INTRODUCTION

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

Our aims:

Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

2.0 Word Processor in Exams Policy

JCQ regulations, which govern access arrangements for GCSE and to which we adhere state that a candidate is allowed to use a word processor/lap top when it is appropriate and it represents a student's 'normal way of working'.

The School recognises that for some students with specific learning difficulties a laptop may be the most appropriate method of organising and presenting their work. Pupils are allowed to use a laptop in school as their normal, routine way of working where a need has been established and its use is recommended by an appropriately qualified assessor approved by the School.

Whilst the School accedes to JCQ's recommendation it will be unrealistic and not in the best interest of the majority of our pupils to use a word processor in an examination unless they have been using it as their routine, normal method of working throughout their examination years (e.g. Years 10 and 11 if they wish to use it for their GCSE examinations).

3.0 Use of Word Processors in Public Examinations

Where a pupil is authorised to use a word processor as their routine, normal way of working and therefore may use it in examinations, the Examinations Officer will make contact with the candidate to arrange in which specific examinations they may use a word processor.

Only the relevant software applications will be available; spell-check, grammar check and the thesaurus will not be enabled. There will be instructions informing candidates how to set up documents with all the relevant personal details.

At the end of examination the candidate will be required to remain in the room while their work is printed off and authenticate the relevant hard copy.

Opportunities to rehearse the use of a word processor are available in the period leading up to public examinations.