

# Word Processor in Exams Policy 2018-19



**Lealands**  
High School

Word processor in Exams Policy  
Lealands High School  
Issue Date: December 2018

## 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. We want all members of the school community to:

- Enjoy learning
- Be enquiring
- Achieve the best
- Feel safe and secure
- Be happy
- Be well cared for and supported
- Be challenged and make good progress
- Be prepared for a bright future
- Make a valued contribution
- Enjoy a well ordered and stimulating learning environment

Our vision is to be:

“A centre of excellence, nurturing all learners, whatever their needs or interests, instilling high expectations for all and preparing young people for life and a bright future.”

All staff are required to uphold the ethos and aims of the school through the application of this and all school policies agreed by governors.

## 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.