



# Word Processor Policy

## Tytherington School

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**Approved by: SENDCo Mrs E Healey October 2022**

**Exams Officer Mrs Louisa Proctor  
October 2022**

**Headteacher: Mr E Botwe October 2022**



## **Word Processor Policy**

This policy has been created in accordance with the Special Educational Needs and Disability Act 2005 and the Equality Act 2010. It draws on the guidance set out in the Joint Council for Qualifications (JCQ) adjustments for candidates with disabilities and learning difficulties publication.

The term Word Processor is used to describe the use of a computer, laptop or tablet.

### **Purpose**

The purpose of an access arrangement is to ensure where possible that barriers to assessment are removed for a student with either:-

- a learning difficulty;
- a medical condition;
- a physical disability;

preventing him or her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The integrity of the assessment is maintained whilst at the same time providing access to assessments for a candidate. Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objective of the specification in question. Candidates may not require the same access arrangement in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate.

### **The use of a Word Processor**

A Specialist Assessor/SENDSCO will:

- allocate the use of a Word Processor to a candidate where it is their *normal way of working* within Tytherington School;
- award the use of a Word Processor to a candidate if it is appropriate to their need.

Needs may include:-

- 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;
- poor handwriting;
- planning and organisational problems when writing by hand.

This list is not exhaustive.

## **Guidelines**

- Only permit the use of a Word Processor where the integrity of the assessment can be maintained.
- Not grant the use of a Word Processor where it will compromise the assessment objective of the specification in question.
- Consider on a subject by subject basis, if the candidate will need to use a Word Processor in each specification.
- Consider the need of the candidate at the start of the candidate course leading to a qualification based on evidence gathered that firmly establishes the candidate's need and "normal way of working" in the classroom, internal tests/exams, mock exam etc. and confirm arrangements in place before the candidate takes the exam or assessment.
- Provide access to Word Processors to candidates in none examination assessment components as standard practice unless prohibited by the specification.
- Tytherington School will not simply grant the use of a Word Processor to a candidate because he/she prefers to type rather than write or came work faster on a keyboard, or because he/she uses a laptop at home.

## **Exceptions**

- The only exception to the above where the use of a Word Processor wont be considered for a candidate would be in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation or an impairment relating to an existing disability arising after the start of the course.
- Where a subject within the curriculum is delivered electronically and the centre provides Word Processors to all candidates.

## **Exam Procedures**

### **Saving work in examinations**

It is the student's responsibility to ensure that they check and save copies of their work regularly during an examination and that, at the end of the examination, they save their work both onto the portable memory device provided and on the hard drive of the laptop itself. Students will be trained to do this in preparation for examinations by the Learning Support team, and a written reminder about this will be placed on the examination desk. At the end of the examination the work that the student has saved will be printed by the invigilator.

If students are given the entitlement to use a word processor in examinations but decline to make use of this entitlement for the examinations for which it is intended, that entitlement will be removed. Parents will be informed in writing (by email or in hard copy) when this happens.

### **Who will provide a word processor?**

Students may, by arrangement with the SENDCO, bring their own portable word processing equipment into school. In this case the safety and risk of loss or damage associated with bringing an electronic item into school rests with the student and their parent and the school accepts no responsibility for ensuring the item is kept safe. No item which could be in any way dangerous to any student or adult in school should be brought to school by any student. Access to the school's network, printers, mains electricity or the Internet is unlikely to be possible with students' own equipment and should not be assumed. Students are expected to bring such devices to school with sufficient charge to last the day and safe storage and charging points are not guaranteed.