



ALDENHAM SCHOOL

**SEND Word Processor Access
Arrangement Policy**

**Reviewed January 2021
By Head of Learning Support**

'A centre must have a policy on the use of word processors' (JCQ Access Arrangements and Reasonable Adjustments 2020/21).

Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled to a candidate for public examinations where it is appropriate to their SEN needs AND it is their normal way of working in the specific subject, as agreed by the Head of Learning Support.

Permission for word processor use in public examinations can only be given by the Head of Learning Support, having received appropriate official documentation about the pupil's specific learning difficulty, including a qualifying free writing speed. Pupils will only be entitled to use a word processor in public examinations if their free writing speed has been assessed according to a nationally standardised test and is shown to be in the 'below average' range (ie 84 or below). Teachers are required to confirm that this is the pupil's normal way of working in each subject requested (evidence from lessons, preps and tests/exams); if this confirmation is not received this arrangement will be terminated.

The particular types of candidates for whom the use of a word processor may be appropriate are those with:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly, such as dyspraxia
- a medical condition, such as hypermobility
- a physical disability, such as cerebral palsy
- a sensory impairment, such as hearing or visual impairments

A word processor exam entitlement cannot simply be granted to a candidate for public exams because he/she now wants to type rather than write and/or believes they can work faster on a keyboard, and/or because he/she uses a word processor at home. The use of an electronic device (such as a laptop) in a classroom by a pupil does not in itself entitle a candidate for word processor exam access arrangements as devices are increasingly used as a general tool in the teaching and learning environment.

It is permissible for a candidate using a word processor in an exam to type certain questions, ie those requiring extended writing, and handwrite shorter answers. Exams which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are more commonly those where candidates may need to type.

Policy written: 2016/17

Reviewed: 2017-18/2018-19/2019-20/2020/21

Next review: January 2022

Reviewed by: Mrs Southgate