

## Egerton Rothesay School

### **Statement for the use of word processors in examinations**

Below are the criteria Egerton Rothesay School uses to award and allocate word processors for examinations:

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

#### **Awarding word processors**

There are also exceptions where a candidate may be awarded the use of a word processor in exams.

The principal criteria when the school is deciding whether to grant the use of a word processor are that:

- The student has a firmly established need and
- It is the student's normal way of working and
- It is appropriate to their needs and
- by not being awarded a word processor would be at a substantial disadvantage to other candidates.

A word processor is awarded when

- The speed of writing prevents the candidate from demonstrating their knowledge and skills
- Handwriting is illegible to the point of preventing the candidate from demonstrating their knowledge and skills.

Pupils who may benefit from the use of a word processor are candidates that have been observed to have:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- A medical condition affecting the student's ability to write
- A physical disability affecting the student's ability to write
- A sensory impairment
- Poor handwriting
- Planning and organisational problems when writing by hand.

This has been agreed to comply with JCQ exam regulations, Access Arrangements, section 5.8, that state:

A word processor cannot simply be granted to a candidate because he/she prefers to type in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.