



# Policy for Word Processor use in School Tests and Exams

## Table of Contents

Using a Word Processor in School Tests and Exams	2
Additional information	2

## **Using a Word Processor in School Tests and Exams**

Hasmonean High School (The School) acknowledges that Word Processors can be used in class, school tests and public exams only with the permission of the SENCO/Deputy SENDCO. The use of a word processor must reflect the student's normal way of working at school and must be appropriate for their needs.

The use of a word processor will not be granted to a student because he/she prefers to type rather than write or because he/she can work faster on a keyboard or because he/she uses a laptop at home.

Usage can be granted in the following circumstances, however the list is not exhaustive:

- A learning difficulty which has a substantial effect on the legibility of a student's work
- A medical condition
- A physical disability
- A sensory impairment
- Difficulty with planning or organisation when writing by hand
- Formal assessment has shown the student to have a below average speed of handwriting.
- Formal assessment has indicated that a student has illegible handwriting (i.e. 10% or more words are illegible in context) and teachers judge this to be significantly impacting on his/her performance in assessed work.

If a word processor is required for tests and exams, then one must be used in class to establish a normal way of working and a history of need. This usually means that all work handed in to the teacher (assessments and homework) should be typed. The use of a word processor will not be granted where it will compromise the assessment objectives of the specification in question. The need for the use of a word processor can be considered on a subject-by-subject basis. Any disadvantage to the candidate of not being awarded a word processor will be taken into account in any decision.

### **Additional information:**

- Teachers will be asked to confirm lap top use in their lessons prior to use in exam seasons.
- Students can use their own lap top/tablet in class, but will use a school-supplied lap top in internal and external exams
- In external exams the spellcheck will be disabled on school-supplied word processors. Exceptions may exist for Functional Skills papers (Reading and Writing)
- Only a final print will be permitted at which the student must be present to verify their work
- Inappropriate use of a lap top will jeopardise a student's access
- Access can be checked by teachers on the individual student's Bromcom page/ Support tab
- Year lists of access arrangements can be printed from Bromcom

Checked by Maxine Zeltser – Foundation Governor

Ratified by Governors' Personnel Committee Nov 2018

Next Review: Nov 2019