Word Processing Policy

April 2018

Some students may benefit from the use of a word processor during some or all of their examinations.

For example, canditates with:-

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legiably
- A medical condition
- Aphysical disability
- A sensory impairment
- Poor handwriting
- Planned and organisational problems when writing by hand

In all cases the use of a word processor musst reflect the candidate's NORMAL WAY OF WORKING within the centre and be appropriate to the canditates needs. The use of a word processor will not be granted to a candidate because he/ she prefers, to type, works faster on a keyboard, or because they use a laptop/ PC at home.

Candidates must not use their school log-in on a school computer for exams. The invigilator will always give a specific exams log-in.

Candidates must not use their own computer/ laptop for exams.

Candidates are responsible for freqently saving their work during the exam time.

It is the responsibility of the candditate to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/ component code as either a header or a footer, that is script is written with a minimum of 12 pt font and there is double spacing.

At the end of the exam, the invigilator will always have an exams memory stick to save the canditates work to. A student's own memory stick must NEVER be used.

Every effort is made to ensure that candidates cannot access spell check, their own drive and the internet during exams. However if any student is found trying to get around settings this will be interpreted by the school as malpractice and will be reported to the awarding body.

Signed _____   Signed_____

Mrs C Sutton   Mrs D Jones

Deputy Head   Examinations Officer