

Queen's College London



Word processing in examinations policy

Reviewed October 2018
Next review July 2019

As recommended by the Joint Council for Qualifications (JCQ) in section 5.8 of the JCQ booklet on Access Arrangements and Reasonable Adjustments 2018/19, Queen's College has clear guidelines on the use of word processors in examinations. The regulations are clear - a word processor cannot simply be granted to a candidate because she prefers to type rather than write or can work faster on a keyboard, or because she uses a word processor at home.

Pupils will be allowed to use a word processor in school as their routine, normal way of working under the following conditions:

- The Learning Support Coordinator has conducted a word processing assessment and recommended the use of a word processor as appropriate to the candidate's needs.
- There is evidence to support the access arrangement such as: a diagnosis of a learning difficulty; a medical condition; a physical disability; planning and organisational problems when writing by hand, or illegible handwriting.
- There is evidence that the candidate can type efficiently and accurately.
- The pupil's teachers have been consulted and support this arrangement.
- The pupil's parents have signed the Word Processor Use form and agree to the conditions.

For public examinations, the use of a word processor must reflect the candidate's normal way of working and she must have practised in previous examinations and class tests.

The use of a word processor will normally be recommended for examinations 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. Examinations which require more simplistic answers are usually easier to handwrite within the answer booklet.

Spellcheck and grammar check will be disabled for examinations unless the candidate has specific permission from the Learning Support Coordinator.

For examinations, the College will provide the word processor and the candidate will usually be invigilated with other candidates who have similar access arrangements. If a pupil wishes to use a word processor in class, the parents must provide an appropriate device; the specific model of this device must first be agreed for use in the College by both the Learning Support Coordinator and the Director of Studies in order to ensure that the pupil is able to print out her work at home and at school and that the device is suitably similar to use as that provided for use in public examinations. There are organisational issues involved in using a word processing device in the classroom which must be discussed fully with the Learning Support Coordinator.