



HERSCHEL GRAMMAR SCHOOL

Use of a Word Processor Policy

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Annually

Responsibility:

Full Governors Committee

Approved by full Governing Body

Author:

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***subject to any relevant changes in legislation or other appropriate guidelines**

Herschel Grammar School policy for the use of a word processor

A word processor cannot be granted to a student because they want to type rather than write in examinations, can work faster on a keyboard or uses a laptop at home.

Our school access arrangements policy states that

A word processor will only be allocated to the candidate in examinations if they sustain it as their normal way of working within the centre.

At Herschel Grammar School we allow candidates to use a word processor in lessons according to their need. These candidates would also use a word processor in all assignments, tests and mock exams.

A word processor may be allocated due to

- *A learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly*
- *A medical condition*
- *A physical disability*
- *A sensory impairment*
- *Planning and organisational difficulties when writing by hand*
- *Poor handwriting*

If these barriers are presented, then the Additional Needs Coordinator (ANCo) needs to be informed by teachers, the pupil or their parents. This allows for supporting evidence to be collected. If there is a need for a word processor to be allocated as an access arrangement, this will be monitored by the ANCo to ensure it is the pupil's normal way of working.

A candidate must not use their own word processor in an exam. Where a word processor is used in exams the spelling and grammar check facility/predictive text are disabled (switched off). It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers. **Where a candidate has a learning difficulty (without an EHCP), access to a spell check will only be provided if the candidate has a below average spelling score with unrecognisable spellings.**

Linked Policies and Guidance

[Access Arrangements Policy](#)

[Access Arrangements and Reasonable Adjustments 2023/24](#)