



## SEND Word Processor Access Arrangement Policy

# ALDENHAM SCHOOL

*'It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers' (JCQ Access Arrangements and Reasonable Adjustments 2018/19).*

1. Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled to a candidate for public examinations where it is appropriate to their SEN needs AND it is their normal way of working in the specific subject in assessments/exams, as agreed by the Head of Learning Support.
2. Permission for word processor use in public examinations can only be given by the Head of Learning Support, having received appropriate official documentation about the pupil's specific learning difficulty, including a qualifying free writing and composite speed.
3. Pupils will only be entitled to use a word processor in public examinations if their free writing speed/composite handwriting score has been assessed according to a nationally standardised test and is shown to be in the 'below average' range (ie 84 or below) regardless of their normal use in lessons or desire to use. Teachers will be required to confirm that this is the pupil's normal way of working in any assessment/test/internal examination/assessed piece of work as directed by the teacher for each subject requested (evidence from previous assessments/exams); if this confirmation is not received this arrangement will be terminated.
4. The particular types of candidates for whom the use of a word processor as an exam access arrangement may be appropriate are those with:
  - a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly, such as dyspraxia.
  - a medical condition, such as hypermobility.
  - a physical disability, such as cerebral palsy.
  - a sensory impairment, such as hearing or visual impairments.

**A word processor exam entitlement cannot simply be granted to a candidate for public exams because he/she now wants to type rather than write and/or believes they can work faster on a keyboard, and/or because he/she uses a word processor at home.**

5. The use of an electronic device (such as a laptop) in a classroom by any pupil is at the discretion of the teacher but does not in itself entitle a candidate for word processor exam access arrangements as devices are increasingly used as a general tool in the teaching and learning environment. Where pupils have not been granted official word processor exam access arrangements by the Head of Learning Support, they must be required to complete all reasonable assessments (in class tests, unit tests, important assessed pieces of work) as well as all internal exams, using pen and paper as this is the method they will be using for their exams. It is at the teacher's discretion to allow low level preps and class notes to be done on a device if they so wish.

Finally, it is permissible for a candidate using a word processor in an exam to type certain questions, ie those requiring extended writing, and handwrite shorter answers. Exams 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, are more commonly those where candidates may need to type.