



THE LATYMER SCHOOL

Founded 1624

Latymer procedures for the use of word-processors in written examinations (Sep 2025)

1 Purpose

1.1 At Latymer, we recognise that for some candidates with specific learning difficulties or disabilities, a word-processing device may be the most appropriate method of organising and presenting their work.

1.2 We want to ensure that, in these situations, the relevant arrangements are being made and students practice under exam conditions prior to their formal examination.

2 Principles guiding this policy

2.1 The use of a word-processor in an exam needs to reflect a candidate's normal way of working in their course at Latymer and must be appropriate to the candidate's needs.

The candidate must be proficient in the use of a word-processor.

A word-processor cannot be granted to a candidate solely because they prefer to type rather than write or can write faster on a keyboard.

NB. Some sixth form students may choose to record and organise their notes using a device. This is a personal preference for classroom activities and does not constitute an exam arrangement for the use of a word processor.

The school follows the **Access Arrangements and Reasonable Adjustments** guidance provided each year by JCQ (Joint Council for Qualifications.)

2.2 Candidates who might benefit from such an arrangement can, for example, include those with:

- A learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly, or at a suitable pace.
- A medical condition, where supervised rest breaks do not alleviate the issue.
- A physical disability, where supervised rest breaks do not alleviate the issue.
- A sensory impairment.
- Illegible handwriting.
- Significantly slower handwriting speed confirmed by a 'Learning Needs Assessment' carried out by a suitably qualified professional known to the school and approved by the Headteacher.
- Planning, processing and organisational problems when writing by hand.

- Communication issues associated with neurodiverse students.

The circumstances outlined above do not automatically warrant the use of a word processor as the most appropriate support for the individual. Any decision regarding its use will be based on evidence and professional judgment from subject teachers, supported where appropriate by medical documentation and/or a formal assessment of learning needs.

2.3 The use of a word-processor will be considered when:

- A need has been established using appropriate evidence from school.
- The use of a word-processor is recommended and approved by the SENCo.

2.4 The Learning Support Team need to be satisfied that use of a word-processor is the student's normal way of working:

- A candidate's typing is efficient, accurate and of sufficient speed to be able to cope with typing in timed examination conditions.
- A candidate has used a word-processor as his or her normal way of working in the subject area.
- The candidate has had practice using a word processor under exam conditions (e.g. during mock examinations and/or classroom tests).

2.5 Where the above requirements are not met, the use of a word-processor will not be recommended or permitted.

2.6 In exams that do not require a significant amount of writing, or consisting of more simplistic answers, handwriting may be preferable for the candidate. A word-processor should ideally be granted for extended writing subjects only.

3 Procedures

3.1 A request for investigating the use of a word-processor must initially come from the subject teachers of the student concerned. Private reports paid for by parents are not permitted as evidence, unless this is supported by school-based evidence.

3.2 Learning Support will gather appropriate evidence to make a judgement about the use of a word-processor. This evidence may include:

- Comments from staff that a candidate's work is not being completed in timed conditions.
- Incomplete exam/test papers.
- Evidence from staff of illegible handwriting and examples provided. Such examples will have been reviewed by other subject specialists.
- Reports from medical professionals.

3.3 Learning Support will then confirm the use of a word-processor with the exam's office, who will then put the appropriate arrangements in place and provide the word-processor for exams. Personal equipment in exams is not permitted.

3.4 For national exams taking place in the summer, requests for access arrangements must be submitted to Learning Support by the end of January. This ensures compliance with the JCQ deadline, typically in mid-March, and allows sufficient time for the use of a word processor to become the student's normal way of working. (For exact dates, please refer to the JCQ regulations for the relevant academic year.)

4 Exceptions

The only exceptions to the above where the use of a word-processor would be considered for a candidate would be: in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (JCQ AARA 4.2.4) , where a subject within the curriculum is delivered electronically and the centre provides word-processor to all candidates (JCQ AARA 5.8.4)

5 Accessing a word-processor under exam conditions

5.1 A candidate using a word-processor is accommodated either in the main exam venue with the main cohort or in a different room depending on their Exam Access Arrangements.

5.2 To comply with ICE (Instructions for Conducting Examinations), the Centre will:

- provide a word-processor with the spelling and grammar check facility/predictive text disabled (switched off)
- check the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam.
- ensure the candidate is reminded to check that their centre number, candidate number and the unit/component code appear on each page as a header or footer e.g.
12345/8001 – 6391/01
- ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6
- ensure the candidate is reminded to save their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet.)
- instruct the candidate to use a minimum of 12pt font and double spacing in order to assist examiners when marking

5.3 The centre will ensure the word processor:

- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a type-writer, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication

- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not to be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

6 Portable storage medium

The centre will ensure that any portable storage medium (e.g. a memory stick) used is:

- provided by the centre
- cleared of any previously stored data

7 Printing the script

After the exam is over, the Latymer School will ensure that:

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is his or her own
- a word-processed script is attached to any answer booklet which contains some of the answers
- a word processor cover sheet (Form 4) is completed and included with the candidate's typed script (according to the relevant awarding body's instructions)

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