



USE OF WORD PROCESSOR POLICY

This Policy is in line with current JCQ regulations (JCQ 2017-18)

Some candidates may benefit from the use of a word processor during some or all of their examinations. In all cases, the use of a word processor must reflect the candidate's normal way of working at Queen Mary's School and be appropriate to the candidate's needs. The use of a word processor cannot simply be granted to a candidate because she now wants to type rather than write in examinations or can work faster on a keyboard, or because she uses a laptop/PC at home.

The use of a laptop/PC must reflect the candidate's normal way of working. For example, a candidate with:

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

This list is not exhaustive.

The Head of Support for Learning must assess candidates before approval for the use of a word processor can be granted.

Mrs Lucy Elliston
Head of Support for Learning

Mr Nick Hanyasz
Examination Officer

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