



Bishop Rawstorne Church of England Academy

Word Processor Policy

I have come in order that you might have life— life in all its fullness.

John 10:10

Aspire Believe Achieve

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

Review date: September 2020

Next review date: September 2021

Reviewed by: Miss Palmer

DATE APPROVED: September 2020



Bishop Rawstone CE Academy

WORD PROCESSOR POLICY

(For candidate use in external examinations)



A word processor cannot be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor **MUST** reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive. It may include those who have:

- 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 organisation problems when writing by hand
- poor handwriting
- a short term physical injury

A word processor will be provided with the spelling and grammar checkers and predictive text facility switched off. Exam Write Pad is used on the laptops/PCs for examination purposes. The equipment will be in good working order at the time of the examination.

Candidates may use their answer booklet in addition to the word processor if they wish to do so.

Only authorised memory sticks provided by the centre may be used, if appropriate.

The software regularly saves the work as the students write.

Printing must be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own. The candidate must sign the bottom of each page.

On opening the programme the candidate inputs their centre number, candidate number and unit code. This is then automatically printed on each page. A cover sheet which should be attached to the candidate's script in line with JCQ is also printed automatically.

Date of policy: September 2020

Date for review: September 2021

Reviewed by: Miss E. Palmer