



Moorside High School

# Word Processing Policy 2019-20

Date Reviewed: .....June 2019.....  
Date of Next Review: ... ..June 2020 .....  
Reviewed by: .....Teaching & Learning Committee...

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Word processing Policy 2019-20

### **Purpose of the policy**

To support adjustments for candidates with disabilities and/or learning difficulties in examinations.

This policy uses the Access Arrangements and Reasonable Adjustments information provided by the Joint Council for Qualifications (JCQ)

### **Laptop use**

“Principally, that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home” JCQ Adjustments for candidates with disabilities and learning difficulties September 2017.

The use of a word processor must reflect a pupil’s normal way of working at school.

### **Consideration for the use of a laptop/word processor**

- A learning difficulty which has a substantial and long term adverse effect on the pupils 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 and each pupil will be considered on the evidence provided.

A word processor will be offered to pupils who qualify for a scribe in examinations before the use of a scribe.

If a pupil meets the requirements to use a word processor a member of the Senior Leadership team must produce a statement for inspection which details the criteria the school has used to award and allocate a word processor for examinations.

If a parent would like to discuss this policy or any other access arrangement for examination support, contact Mrs L Burke. [lburke@moorside.staffs.sch.uk](mailto:lburke@moorside.staffs.sch.uk)