

Carrington School Word Processor Policy 2022-2023

Use of Word Processor in General and Vocational Exams

Carrington School recognises that for some students a word processor may be the most appropriate method of recording, organising and presenting their work. Students are allowed to use a word processor in school as their normal way of working where a need has been established.

Carrington School follows guidance on the provision of a word processor for examinations provided by the Joint Council for Qualifications (JCQ): a candidate is allowed to use a word processor with spelling and grammar checks and predictive text switched off in examinations where it is their normal way of working within the school and is appropriate to their needs.

Principles for using a word processor

The purpose of the use of a word processor at Carrington School is to ensure that barriers to assessment are removed for a disabled candidate, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The use of a word processor at Carrington School is intended to allow access to assessments.

Candidates at Carrington School may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands, the need for the use of a word processor is considered on a subject by subject basis.

Use of a word processor should be established at the start of the course and must be approved before an examination or assessment.

The use of a word processor at Carrington School is only granted if it reflects the support normally provided for the candidate and it is their normal way of working in one or more of the following situations:

- the classroom;
- working in small groups
- literacy support lessons
- literacy intervention strategies
- internal school tests
- mock examinations

The use of a word processor

Carrington School will provide a word processor (laptop) with the spelling and grammar facility/predictive text switched off to a candidate and will only grant this where it is their normal way of working within the centre and is appropriate to their needs.

Carrington School will provide access to a word processor (laptop) in controlled assessments or coursework components unless prohibited by the specification.



Carrington School will allow candidates to use a word processor in an examination to type certain questions i.e. those requiring extended writing, and handwrite shorter answers.

Carrington School cannot simply grant the use of word processor to a candidate because he or she prefers to type rather than write, or can work faster on a keyboard or because he or she uses a keyboard at home. The following conditions may benefit a candidate from using a word processor:

- 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 use of a word processor must reflect the candidate’s normal way of working within the school and be appropriate to their needs.

This policy statement has been approved by the Senior Learning Team at Carrington School and is signed on their behalf by the Deputy Headteacher with specific responsibility for examinations, the Examinations Officer and the SENCO:

..... Mr S Rolt, Deputy Headteacher

..... Mrs S Howell, Examinations Officer

..... Mrs B Maddox, SENCO

Carrington School: Examination Reading Pens 2022-2023

Policy governing the use of an Examination Reading Pen

Carrington School recognises that for some students an examination reading pen may be the most appropriate method of working. Pupils are allowed to use an examination reading pen in school as their normal way of working where a need has been established.

Carrington School follows guidance on the provision of an examination reading pen for examinations provided by the Joint Council for Qualifications (JCQ): a candidate is allowed to use an examination reading pen in examinations where it is their normal way of working within the School and is appropriate to their needs.

Principles for using an examination reading pen

The purpose of the use of an examination reading pen at Carrington School is to ensure that barriers to assessment are removed for a disabled candidate, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The use of an examination reading pen at Carrington School is intended to allow access to assessments.

Candidates at Carrington School may not require the use of an examination reading pen in each specification. As subjects and their methods of assessments may vary, leading to different demands, the need for the use of an examination reading pen is considered on a subject by subject basis.

Use of an examination reading pen should be established at the start of the course and must be approved before an examination or assessment.

The use of an examination reading pen at Carrington School is only granted if it reflects the support normally provided for the candidate and it is their normal way of working in one or more of the following situations:

- the classroom
- working in small groups
- literacy support lessons
- literacy intervention strategies
- internal school tests
- mock examinations

An examination reading pen, provided by Carrington School, will not have an in-built dictionary or thesaurus, or a data storage facility.

The use of an examination reading pen may benefit candidates who wish to work independently, who do not qualify for a reader.

The use of an examination reading pen must reflect the candidate's normal way of working within the school and be appropriate to their needs.

This policy statement has been approved by the Senior Learning Team at Carrington School and is signed on their behalf by the Deputy Headteacher with specific responsibility for examinations, the Examinations Officer and the SENCO:

..... Mr S Rolt, Deputy Headteacher

..... Mrs S Howell Examinations Officer

..... Mrs B Maddox SENCO