



USE OF WORD PROCESSORS WITHIN EXAMINATIONS

Date adopted: 1st September 2024

Date for next adoption: Autumn Term 2025

Reviewed by: Exam Officer (SMN) & FGB

For precise guidance on how laptops should be used, refer to JCQ ICE

A word processor cannot be simply granted to a candidate because they now want to type rather than write in examinations, can work faster on a keyboard, or use a laptop at home.

Types of candidates which we consider would benefit from the use of a word processor is in line with recommendations from the *Joint Council for Qualifications*. Candidates would have one or more of the following:

- 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
- handwriting developmental problems which have led to difficulties such as pain when writing / illegibility of writing under the pressure of time
- handwriting which has been tested to be below average in speed

For a candidate to be awarded the use of a laptop in exams the following criteria needs to be met:

- The use of a word processor must reflect the candidate’s normal way of working within the centre.
- Teaching staff are in agreement that the candidate would be unable to meet their academic potential without the use of a word processor.
- Use of a word processor has been agreed by the Exams Officer and SENCO.
- Use of a word processor has been approved by JCQ.

Candidates using laptops must be told to:

- Use size 12 font
- Use double-spacing