



*The* HENRY  
BEAUFORT *School*

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## Word processing allocation procedures

## **Word Processor Allocation Procedure**

### **Use of Word Processors**

The 'normal way of working' for exam candidates is that candidates handwrite their exams.

A candidate **may** be awarded the use of a word processor (WP) in exams where they have a firmly established need and it reflects the candidate's 'normal way of working' as established in classroom or assessment situations.

Before a student is allocated a WP they will complete a handwriting intervention. Teachers can refer students to this intervention, after which the student's handwriting will be assessed and if it remains illegible then a WP will be allocated. This delegated arrangement must be assessed and approved **prior to implementation** by the SENDCO. It must be the case that by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates.

Circumstances which may (but do not guarantee) the use of a word processor:

- ▶ a learning difficulty which has a substantial and long term adverse effect on their ability to write
- ▶ a medical condition
- ▶ a physical disability
- ▶ a sensory impairment
- ▶ planning and organisational problems when writing by hand
- ▶ poor handwriting, where all other interventions have been deemed insufficient

It should be noted that the use of a word processor to a candidate will not be approved 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. Similarly, candidates who have occasionally used a word processor in specific subjects will not automatically qualify for the use of a word processor in examinations unless this use was part of an agreed trial sanctioned by the SENDCo.

### **Allocating word processors**

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENDCo and the Exams Officer.

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C Hodge SENDCO