

## Policy on the Eligibility of Pupils to Use Word Processors in Exams

The Ladies' College values good handwriting and encourages high standards of presentation, expecting that most pupils will handwrite in exams as their normal way of working. However there are exceptional circumstances, identified by the Joint Qualifications Council (JQC) and recognised by the College, where pupils may benefit from using a word processor in internal and public examinations.

For example, pupils who meet one of the following criteria may be allowed to use processors:

- has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD);
- has a physical difficulty/medical condition such (such as hypermobility);
- has a sensory impairment:
- has difficulty to read handwriting or other associated problems and would lose marks due to the examiner finding his/her answers illegible (this needs to be approved by the Head of Learning Support and Examinations Officer).

Pupils (or their parents or teachers) who think they may be eligible should, in the first instance, contact Miss Alison Coubrough-Barnett, Head of Learning Support at [acoubrough-barnett@ladiescollege.ac.gg](mailto:acoubrough-barnett@ladiescollege.ac.gg). She will then arrange a meeting and carry out some preliminary tests to determine whether this would be the most appropriate option available to support the individual's needs as students using word processors in exams will need to be able to use a keyboard quickly and accurately. The need for use of a word processor is considered on a subject-by subject basis as methods of assessment in examinations vary, leading to different demands on pupils.

Any recommendations for use of a word processor will then be passed to the Head of Learning Support and Examinations Officer and the pupil will then be placed on the exams access arrangements list.

In the case of public exams, the College needs to adhere to JQC regulations that pupils permitted to use word processors in public exams (i.e. GCSEs, IGCSEs and GCEs) have been using a word processor as their 'normal way of working' for internal tests and internal exams within the College and that it is 'appropriate to the candidate's needs'. Therefore it is essential that enough notice is given to build an ample evidence base. In most cases it is expected that the use of a word processor has been considered and agreed by the first term of an exam course.

Exceptionally, an arrangement may need to be put in place for a pupil to use a word processor in exams as a consequence of a temporary injury or impairment.

There are strict JQC regulations regarding Access Arrangements and they require very specific configuration of word processors used in public exams. The College will provide suitable word processors to meet these requirements and pupils are not permitted to use their own devices in public/internal examinations.

January 2018

Next review September 2018

Head of Learning Support