



The Polesworth School

ENSURING EXCELLENCE

Word Processing Policy

Some students may benefit from the use of a word processor during some or all of their examinations.

For example, students with:

- 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
- Poor handwriting
- Planning and organisational problems when writing by hand

In all cases the use of a word processor must reflect the student's **normal way of working** within the centre and be appropriate to the student's needs. The use of a word processor will not be granted to a student because he/she prefers to type, works faster on a keyboard or because they use a laptop/PC at home.

Students must not use their school login on a word processor for exams. The exams office will provide a lap top in the exam room and give the student a specific exams login.

Students must not use their own computer/lap top for exams.

Students are responsible for frequently saving their work during the exam time on the memory stick provided and on the hard drive.

It is the responsibility of the student to ensure that the pages have their name and exam number, centre number and unit/component code as either a header or footer and that each script is produced with 12 pt font and double line spacing.

At the end of each exam, students must accompany the invigilator with the lap top and memory stick to the Exams Office where the script will be printed in the presence of the student.

Every effort is made to ensure the students cannot access spell check, their own drive and the internet during the exams. However if any student is found trying to change the settings, this will be interpreted as malpractice and will be reported to the Awarding Body.

Mrs M Favell
Headteacher

Mrs J Brookes
Exams & Data Manager

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