

The criteria Thornden School uses to award and allocate word processors for examinations is as follows:

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Needs might include where a candidate has, for example: · 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. Any such needs will be identified by the SENCo in liaison with teaching staff.

Any student that uses a word processor in school or for home learning tasks will not be deemed to have made it their 'normal way of working'. Students that use a word processor in school and have had an above need identified will be deemed to have made it their 'normal way of working'. Simply being able to type faster than you can handwrite would not, assuming average rate of handwriting, be a sufficient reason to use a word processor in exams.

The only exception to the above where the use of a word processor may be considered for a candidate would be · on a temporary basis as a consequence of a temporary injury at the time of the assessment · where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Arrangements for the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENCo and the exams officer. Separate exam accounts have been created that do not permit internet access nor access to any other files on the school network.

In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the awarding body's published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

Dated October 2020

