



Exams Word Processing Policy

VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:

Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

This Exam Word Processing Policy outlines the process to be adhered to by the Academy, with students needing use of word processors during exam conditions.

OBJECTIVE

To foster excellence in all areas of exam handling.

PROCESS

A word processor is awarded to students either because speed of writing and expression is at a disadvantage OR where handwriting is illegible hindering the point of the paper.

These students have been awarded this as an access arrangement through JCQ regulations to work independently with the use of a word processor.

Students who may benefit from using this access arrangement are candidates with:

- Physical disability
- Sensory impairment
- Planning and organisational problems
- Poor handwriting
- A learning difficulty, which has a substantial and long-term adverse effect on their ability to write legibly.

Use of a word processor for examinations reflects that this is the normal way of working for the candidate within the centre.

A word processor cannot simply be granted to a candidate because he/she wishes to type in examinations or because they can work faster on a keyboard. The use of a laptop at home does not constitute a normal way of working.

Policy reviewed and approved: February 2021

Next review: February 2022