

HASMONEAN MULTI ACADEMY TRUST

HASMONEAN



אל תקרי בניך אלא בוניך

Policy for Word Processor use in School Tests and Exams

Table of Contents

Using a Word Processor in School Tests and Exams	2
Additional information	2

Using a Word Processor in School Tests and Exams

Hasmonean Multi Academy Trust acknowledges that Word Processors can be used in class, school tests and public exams only with the permission of the SENCO/Deputy SENDCO. The use of a word processor must reflect the student's normal way of working at school and must be appropriate for their needs.

The use of a word processor will not be granted to a student because he/she prefers to type rather than write or because he/she can work faster on a keyboard or because he/she uses a laptop at home.

Usage can be granted in the following circumstances, however the list is not exhaustive:

- A learning difficulty which has a substantial effect on the legibility of a student's work
- A medical condition
- A physical disability
- A sensory impairment
- Difficulty with planning or organisation when writing by hand
- Formal assessment has shown the student to have a below average speed of handwriting.
- Formal assessment has indicated that a student has illegible handwriting (i.e. 10% or more words are illegible in context) and teachers judge this to be significantly impacting on his/her performance in assessed work.

If a word processor is required for tests and exams, then one must be used in class to establish a normal way of working and a history of need. This usually means that all work handed in to the teacher (assessments and homework) should be typed. The use of a word processor will not be granted where it will compromise the assessment objectives of the specification in question. The need for the use of a word processor can be considered on a subject-by-subject basis. Any disadvantage to the candidate of not being awarded a word processor will be taken into account in any decision.

Additional information:

- Teachers will be asked to confirm lap top use in their lessons prior to use in exam seasons.
- Students can use their own lap top/tablet in class, but will use a school-supplied lap top in internal and external exams
- In external exams the spellcheck will be disabled on school-supplied word processors. Exceptions may exist for Functional Skills papers (Reading and Writing)
- Only a final print will be permitted at which the student must be present to verify their work
- Inappropriate use of a lap top will jeopardise a student's access
- Access can be checked by teachers on the individual student's Bromcom page/ Support tab
- Year lists of access arrangements can be printed from Bromcom