Word Processing Policy

Date adopted by Governors/ Academy	-March 2026
Date to be reviewed	January 2027
Policy Status	Statutory
Responsible member	Sue Jones SENDCo
Governor	Naomi Matthiae

Henlow Church of England Academy values good handwriting and imposes high standards on presentation of work, and expects that most students will hand write in exams. However, there are exceptional circumstances, as identified by the school, where students may benefit from using a word processor and in these cases the school will allow use of a word processor for

note-making in class, long pieces of writing, for homework, and for internal and public examinations.

The school will allow students to use word processors when they meet one of the following criteria:

• The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD);

• The student has a physical difficulty/medical condition such (such as hypermobility);

• The student has very poor handwriting and would lose marks due to the examiner finding his/her answers illegible.

Students permitted to use word processors in public exams (i.e. GCSEs, BTEC) must have been using a word processor as their normal way of working for classes, homework, internal tests and internal exams.

A student may also use a word processor on a temporary basis as a consequence of a temporary injury.

Students who think they may be eligible or need to use a word processor should contact the SEND Department.

Students who have permission to use a word processor in class will be provided with a Chromebook for use in School. Laptops and Chromebooks from home should not be sent into school. The school will also provide word processors for use in internal exams and public exams.

The centre will

· allocate the use of a word processor to a candidate with the spelling and grammar check facility/predictive text disabled (switched off) where it is their normal way of working within the centre

· only permit the use of a word processor where the integrity of the assessment can be maintained

· not grant the use of a word processor where it will compromise the assessment objectives of the specification in question

· consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification

The centre will ensure the word processor:

· is only used in a way that ensures a candidate's script is produced under secure conditions

- is not used to perform skills which are being assessed

· is in good working order at the time of the exam

· is accommodated in such a way that other candidates are not disturbed and cannot read the screen

- is used as a typewriter, not as a database, although standard formatting software is acceptable
- is cleared of any previously stored data

- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets
  - does not include graphic packages or computer aided design software unless permission has been given to use these
  - does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
  - does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
  - does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
  - is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Printing the script after the exam has ended

The centre will ensure:

- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is his or their own
- a word processed script is attached to any answer booklet which contains some of the answers

if a candidate omits to insert the required header or footer, he/she is instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way

The centre will also ensure that where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions).

The centre may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost.

Portable Storage Medium-

The Centre will ensure that any portable storage medium (e.g a memory stick) used:

- Is provided by the centre.

- Is cleared of any previously stored data.