



New Forest Small School **WORD PROCESSOR POLICY**

Member of Staff Responsible	Headteacher
Regularity of Review	2 yearly

Whilst the use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification, this cannot be assumed for examinations. A word processor cannot be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor **MUST** reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive;

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor handwriting

A word processor will be provided with the spelling and grammar checkers and predictive text facility switched off. Microsoft Word is the software installed on word processors used for examination purposes. Word processors will be in good working order at the time of the examination.

Candidates may use their answer booklet (e.g. to handwrite shorter answers) in addition to the word processor if they wish to do so.

Only authorised memory sticks provided by the centre may be used, if appropriate.

Candidates must save their work at regular intervals.

Printing must be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own.

Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

A JCQ word processor cover sheet must be completed and attached to the candidate's script