



Kemnal
Technology
College



WORD PROCESSING POLICY

This Policy was reviewed:

November 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



Some students may benefit from the use of a word processor during some or all of their examinations.

For example, candidates with:

- ❖ 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
- ❖ Poor handwriting
- ❖ Planning and organisational problems when writing by hand

In all cases 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. The use of a word processor will not be granted to a candidate because he/she prefers, to type, works faster on a keyboard, or because they use a laptop/PC at home.

Candidates must not use their school log-in on a school computer for exams. Students will be provided with a log-in or will have been logged into the computer before the start of the examination.

Candidates must not use their own computer/lap-top for exams.

Candidates are responsible for frequently saving their work during the exam time.

It is the responsibility of the candidate to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code as a footer, that script is written with a minimum of 12 pt. font and there is double spacing.

Every effort is made to ensure that candidates cannot access spell check, their own drive and the internet during exams. However, if a student is found trying to get around the settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body.

At the end of the exam the candidates work will be printed off by the invigilator and shown to the candidate to confirm that this is their work. The word processing sheet from JCQ should be completed and attached to the front of their work. The work can then be sent to the examination board in the usual way, abiding by JCQ rules.

Policy reviewed and updated November 2023

Policy to be reviewed September 2024