



## **Word Processing Policy 2017-2018**

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 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.

At the end of the exam, the student will save their work on a memory stick (which will be provided by the invigilator). A student's own memory stick must **NEVER** be used.

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.

The candidate should then come to the Exams Office, with the invigilator, the work will be printed off and shown to the candidate to confirm that this is their work. The word-processing sheet from JCQ should be attached to the front of the work. The work can then be sent to the examination board in the usual way, abiding by JCQ rules.