

Backwell School

Access Arrangements

Use of a Word Processor

Candidates will not be permitted to use a word processor in their exams simply because:

- They use a word processor at home
- They can type faster than they can write
- They would prefer to use a word processor rather than write

Additionally some subject specifications prohibit the use of a word processor.

The use of a word processor must be **appropriate to the candidate's needs**.

This means that:

- They have a physical disability affecting handwriting
- They have a medical condition affecting handwriting
- They have a sensory impairment affecting handwriting
- They have an identified specific learning difficulty resulting in planning/organisational problems when writing by hand
- They have very poor handwriting such that a third party would not be able to decipher their writing

But word processing must also reflect the candidate's **normal way of working within the school**.

This means that:

- They word process the vast majority of their classwork/assignments and/or
- They receive regular literacy interventions which includes word processing as a strategy

The school will gather a range of evidence to determine if a candidate meets the criteria above. The decision to award a word processor may be made on a subject by subject basis. In some cases, it may be more appropriate for the candidate to be considered for extra time.

The only exceptions to the above would be due to temporary injury or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start date of the course.

The award of a word processor shall be removed if at any time it ceases to be the candidate's normal way of working or if the word processor is not used in mock examinations.