

Handwriting and Word Processor Policy

The Academy recognises that for some students with specific learning differences a laptop may be the most appropriate method of organising and presenting their work. Pupils are allowed to use a laptop in school as their normal, routine way of working where a need has been established and its use is recommended by the school SENCO.

Use of a Laptop/ tablet

Pupils are allowed to use a laptop in school as their routine, normal way of working under the following conditions:

- A need for use has been established and is recommended by the academy SENCO.
- The pupil has been using the laptop as her/his routine way of working in any subject where she/he wishes to use a word processor (WP) in an examination and has had specific practice and rehearsal in the use of a WP under examination conditions.
- Evidence of illegible handwriting from a variety of subjects has been supplied to the Exams Officer.

Whilst the Academy accedes to JCQ's recommendation (section 5.8 in the Joint Council for Qualification booklet on Access Arrangements 2013/2014), the complexities outlined above mean this it will be unrealistic. Not in the best interest of the majority of our pupils to use a WP in an examination unless they have been using it as their routine, normal method of working throughout their examination years (e.g. Years 10 and 11 if they wish to use it for their GCSE examinations.)

Use of Word Processors in Public Examinations

The Joint Council for Qualification's recommendation for the use of word processors in examinations (section 5.8 or the 2013/14 booklet) and be viewed within the context of the Academy's position on Word Processor use for Years 7-11.

- Where a pupil is authorised to use a WP as their normal way of working as per Academy policy and therefore may use it in examinations, the Examinations Officer will make contact with the candidate to arrange in which specific examinations they wish to use a word processor.
- Only the relevant software applications will be available: spell-check, grammar check and the thesaurus will be set to off. There will be instructions informing candidates how to set up documents with all the relevant personal details. The word processor will be set

to save automatically every five minutes, but we suggest saving at regular intervals in addition to this.

- At the end of the examination, the candidate will be required to remain in the room while their work is printed. The student would be required to authenticate the relevant hard copy.
- Opportunities to rehearse the use of a WP are available in the period leading up to the public examinations, for example in mock examinations or during controlled assessment. Without this practice, it is unlikely to be in the best interest of the pupil to use the WP in an examination and a transcript may be a better option for a pupil with illegible handwriting. This would be arranged with the Academy SENCO.