



## Word Processor Policy

|                         |                |
|-------------------------|----------------|
| <b>Document Ref.</b>    | BC001          |
| <b>Version:</b>         | 2              |
| <b>Approval Date:</b>   | September 2025 |
| <b>Review Date</b>      | September 2026 |
| <b>Document Author:</b> | Zoe Hibberd    |
| <b>Document Owner:</b>  | SLT            |
| <b>Approved by:</b>     | Trustees       |

## Contents

|  |   |
|--|---|
| 1. Introduction....                            | 3 |
| 2. Principles for using a word processor ..... | 3 |
| 3. The use of a word processor .....           | 4 |
| 4. Word processors use in examinations .....   | 5 |

## Word Processor Policy

### Introduction

1. This policy on the use of word processors in examinations and assessment is reviewed and updated annually on the publication of the updated JCQ regulations and guidance contained in:

**Instructions for Conducting Examinations (ICE)** <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

**Adjustments for Candidates with Disabilities and Learning Difficulties. Access Arrangements and Reasonable Adjustments** <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>

It should be read in conjunction with:

- The Exam Policy
- The SEND Policy
- Exam Contingency Plan Policy
- Conflict of Interest Policy

There is not a requirement to process an application for a word processor using Access arrangements online. No evidence is needed to support the arrangement for inspection purposes. (This also applies where a candidate is using a word processor on a temporary basis because of a temporary injury.) (2025-26, p69 JCQ)

### 2. Principles for using a word processor

The purpose of an access arrangement is to ensure where possible, that barriers to assessment are removed for a disabled candidate preventing them from being placed as a substantial disadvantage as a consequence of persistent and significant difficulties.

Students at Brunel College have access to a word processor with the spelling and grammar check facility/predictive text switched off where it is the candidate's normal way of working within the college.

Students at Brunel College have access to the use of a word processor where the student's quality of language significantly improves when using a word processor due to problems with planning and organisation when writing by hand.

A student may use a word processor in an examination to type certain questions for example those requiring extended writing and handwrite shorter answers.

Subjects at Brunel College where a candidate may commonly use a word processor (or a combination of word processor and handwritten answers) are English, History, Science and Humanities or other subjects with a significant amount of writing.

### **3. The use of a word processor**

A word processor **cannot** simply be granted to a student because he/she now wants to type rather than write in examinations 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.

Students at Brunel College who would benefit from the use of a word processor (and for whom it is their normal way of working) include those students 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
- planning and organisational problems when writing by hand;
- poor handwriting

Students who attend Brunel College are in Year 9, Year 10 and Year 11. Students do baseline assessments on entry to Brunel College which aims to identify areas of need. Teachers record students' normal way of working in the classroom too and complete the student profile to build the picture of need. The SENCO may grant the use of a word processor because of 'messy' handwriting even if the student does not have a learning difficulty because this is the student's normal way of working within the centre.

The use of a word processor at Brunel College does not automatically allow the student to have extra time if a student has been able to improve their typing speed to match the equivalent average writing rate. However, an application for extra time can be applied for if it is judged that the student's persistent and significant difficulties in interpreting questions and formulating their typed answers meet the published criteria for extra time, as well as the use of a word processor, as both arrangements are appropriate to the needs of the student.

### **4. Word processors use in examinations**

It is essential that the integrity of the examination is maintained whilst at the same time providing access to assessment for disabled candidates. The use of a word processor cannot be granted where it will compromise the assessment objectives of the specification in question.

Brunel College ensures that it complies with the ICE booklet in relation to the use of word processors.

Candidates must be reminded to ensure that their centre number (66728), candidate number and the unit/component code appear on each page as a header or footer.

The candidate must number each page appropriately.

Candidates should use a minimum of 12pt font and double spacing in order to assist examiners when marking.

Invigilators must remind candidates to save their work at regular intervals in addition to the 'autosave' set up on each laptop where possible.

For more information, please see:

Instructions for conducting examinations. (n.d.). Available at: [https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-AARA-2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-AARA-2025_FINAL.pdf)

Instructions for conducting examinations. (n.d.). Available at: [https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-AARA-2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-AARA-2025_FINAL.pdf)