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**13**

**Word processing  
allocation procedures**



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# Word Processor Allocation Procedure

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## Word Processor Allocation Procedure

### Use of Word Processors

The 'normal way of working' for exam candidates is that candidates handwrite their exams.

A candidate may be awarded the use of a word processor in exams where he/she has a firmly established need and it reflects the candidate's 'normal way of working' as established in classroom or assessment situations. This delegated arrangement must be assessed and approved prior to implementation by the SENDCo. It must be the case that by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates.

Circumstances which may (but do not guarantee) the use of a word processor:

- ▶ a learning difficulty which has a substantial and long term adverse effect on their ability to write
- ▶ a medical condition
- ▶ a physical disability
- ▶ a sensory impairment
- ▶ planning and organisational problems when writing by hand
- ▶ poor handwriting, where all other interventions have been deemed insufficient

It should be noted that the use of a word processor to a candidate will not be approved because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home. Similarly candidates who have occasionally used a word processor in specific subjects will not automatically qualify for the use of a word processor in examinations unless this use was either part of an agreed trial sanctioned by the SENDCO or is approved by the SENDCO under AA 5.8.3 (specific questions or specific examination subjects)

### Allocating word processors

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENDCo and the Exams Officer.