



The HENRY
BEAUFORT *School*

5

Word processing allocation procedures

Word Processor Allocation Procedure

The Henry Beaufort School Policy on the Use of Word Processors

1. Introduction

This policy outlines the criteria and procedures for the use of word processors by students during examinations and assessments. The use of word processors is intended to support students who have specific needs that make it difficult for them to write by hand.

2. Eligibility Criteria

A word processor may be provided to a student if it reflects their normal way of working within the Henry Beaufort School and meets one or more of the following criteria:

- The student has a learning difficulty that significantly impacts their ability to write legibly.
- The student has a medical condition that affects their writing ability.
- The student has a physical disability that impairs their ability to write by hand.
- The student has a sensory impairment that affects their writing.
- The student experiences planning and organizational difficulties when writing by hand.
- The student has poor handwriting that affects the readability of their work.

3. Examination Use

- Word processors will be provided with the spelling and grammar check facility/predictive text disabled.
- Students may use word processors for certain questions requiring extended writing and handwrite shorter answers.
- The use of word processors in non-examination assessment components is considered standard practice unless prohibited by the specification.

4. Procedures

- The Henry Beaufort School will ensure that the use of word processors is in line with the JCQ publication "Instructions for Conducting Examinations" (JCQ ICE booklet).
- The SEND Team, Academic Leader of English, and Exams Officer will meet before and after each mock/assessment period in Year 10 to discuss any student who meets the eligibility criteria.
- Students who have been referred by 2 or more teachers for Handwriting support will be offered paper resources and them. But will also be automatically discussed by the English Academic Leader and SEND Department regarding use of word processor in Year 10.

5. Review and Monitoring

This policy will be reviewed annually to ensure it remains in line with current regulations and best practices. The senior leadership team will monitor the implementation of this policy and make any necessary adjustments.

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