



TOWNLEY
— EST 1937 —
GRAMMAR SCHOOL

WORD PROCESSOR STATEMENT

1. Purpose

To outline the criteria and procedures for using word processors in examinations at Townley Grammar School.

1.2 General Policy:

- The primary mode of examination for all students is handwritten.
- Students use a Google Chromebook in school to enhance their learning in lessons. It is not used to replace handwritten work.
- The Assistant Headteacher: SENDCo or Head of Centre makes decisions regarding the use of word processors in examinations based on a student's documented barriers to learning. Medical and professional reports may be considered, but they cannot solely determine the appropriateness of using a word processor in examinations.
- Using a word processor must reflect the student's normal way of working within the school environment.

2. Criteria for Word Processor Approval

2.1 Established Need

The student must have a well-documented need for a word processor, such as:

- A learning difficulty that significantly impacts legible handwriting.
- A medical or physical condition that hinders writing ability.
- A sensory impairment that interferes with handwriting.
- Persistent issues with planning and organisation in handwritten work.

2.2 Normal Way of Working:

- Using a word processor must be consistent with the student's regular academic practices within the school setting.
- Disadvantage Without Word Processor: Not providing a word processor would place the student at a substantial disadvantage compared to other candidates. Our policy is designed to ensure fairness and equal opportunities for all students.

3. Specific Considerations:

- Spell Check and Grammar Check: These features may be enabled if the student has a documented need, such as a significant spelling or grammar difficulty.
- Predictive Text: Predictive text may be considered if it aids the student's writing process without compromising the authenticity of their work.
- Scribe Support: If a scribe is required, a Form 8 application must be submitted and approved under JCQ Regulations.

4. Approval Process:

- Requests for word processor use must be made through the SENDCo or Head of Centre.
- Documentation, such as assessments, medical reports, and teacher observations, supporting the need for a word processor should be provided. It is essential to highlight that if teachers' observations do not support using a word processor, the request for one will be declined.
- Sufficient time (4+ months) should be available for the student to use a word processor to ensure that it becomes their normal way of working in school.

- As the designated authority, the SENDCo or Head of Centre will review the request and decide based on the established criteria, ensuring a fair and consistent process.

5. Important Notes:

- The decision to grant word processor use is made on a case-by-case basis.
- The use of a word processor does not guarantee a higher grade.
- Students must adhere to all examination regulations, including word processor use.
- The school will provide word processors for students to use while sitting an exam paper. The word processors will not be connected to the internet, ensuring a fair and controlled environment for all students.
- The default arrangement for students using a word processor is to turn off spelling, grammar, and predicted text. This ensures that all students are assessed on a level playing field, regardless of their individual needs.