NEWQUAY TRETHERRAS

Word Processor Policy

Some students may benefit from the use of a word processor during some or all of their examinations.

For example, candidates 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
- Poor handwriting
- Planning and organisational problems when writing by hand

In all cases the use of a word processor must reflect the candidate's **NORMAL WAY OF WORKING** within the centre and be appropriate to the candidate's needs. The use of a word processor will not be granted to a candidate simply because he/she prefers, to type, works faster on a keyboard, or because they use a laptop/PC at home. All candidates will in the first instance be referred to the SENDCo.

If the use of a word processor is approved, candidates must **not** use their school log-in on a school computer for exams. Students will be provided with a log-in or will have been logged into the computer before the start of the examination.

Candidates must not use their own computer/lap-top for exams.

Candidates are responsible for frequently saving their work during the exam time.

At the end of the exam, the student will save their work on a memory stick (which will be provided by the invigilator). A student's own memory stick must **NEVER** be used.

Every effort is made to ensure that candidates cannot access spell check, their own drive or the internet during exams. However if a student is found trying to get around the settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body.