



RUGBY SCHOOL

Policy on the use of Word Processors in Public Examinations

September 2024

Responsibility for updating this policy: Head of Learning Development

1 Aims

The aim of this policy is to provide guidelines on the use of a word processor in examinations in line with the regulations set out by JCQ and the IB.

2 Scope

2.1 The guidelines apply to all students regardless of Special Educational need. Not all Special Educational needs will justify use of a word processor in exams.

2.2 Staff, parents and students should be aware of the policy.

3 Guidelines for use of word processor in examinations

3.1 The use of a word processor must reflect the student's normal way of working at school and must be appropriate for their needs. The use of a word processor will not be granted to a student because he/she prefers to type rather than write or because he/she can work faster on a keyboard or because he/she uses a laptop at home.

4. Conditions under which word-processing may be allowed.

- The student has a diagnosed Specific Learning Difficulty which has a substantial and long-term adverse effect on their ability to write by hand legibly or fluently.
- Formal assessment has shown the student to have a below average speed of handwriting.
- Analysis of samples of handwritten work by the Head of Learning Development has indicated that a student's handwriting would be sufficiently challenging for an external examiner to interpret in context that it could have a negative impact on their performance in examinations or assessments.
- A student has a medical condition, physical disability or injury which impacts on his/her ability to write by hand. Evidence of this from a relevant medical professional must be kept on file. The Head of Learning Development should indicate whether this is a temporary or long-term condition, and the provision should be reviewed regularly.

*NB the above list is not exhaustive.

In all cases the use of a word processor must be the student's normal way of working prior to the exam series in question.

5. Regulations on the use of word processors.

When a word processor is used in any internal/public examination in accordance with this policy, the grammar and spell check facility and any predictive text facility must be disabled unless the student has also been granted the use of a scribe/spell check in accordance with JCQ and IB regulations.

Any student wishing to use a word processor in public examinations must consult with the Head of Learning Development at the start of their examination course to confirm that they qualify to do so. Such students will be required to attend a session with the Learning Development Department or the Examinations Office to ensure that they understand how to use the word processor efficiently in an examination.

The use of word processors in controlled assessment or coursework components, will be considered standard practice unless prohibited by the specification.

6. Policy Owner

Head of Learning Development, Rugby School

7. Related Policies and Guidance

Special Educational Needs and Additional Needs Policy

Equal Opportunities Policy

Authorised Compliance and Risk Committee:
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Date:

October 2024
