

Word Processor Centre Statement

The criteria Yavneh College uses to award and allocate word processors for examinations

Yavneh College allocates word processors for use in examinations in line with JCQ regulation. The criteria used to award and allocate word processors for examinations is detailed below.

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example, the use of a scribe or the use of speech recognition technology.

The use of word processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams. Where the candidate has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates. The provision of a word processor does not entitle candidates to extra time in examinations.

This may include where a candidate has, for example:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
- a medical condition which has a substantial and long-term adverse effect on their ability to write legibly
- a physical disability which has a substantial and long-term adverse effect on their ability to write legibly
- a sensory impairment which has a substantial and long-term adverse effect on their ability to write legibly
- significant planning and organisational difficulties when writing by hand
- exceptionally poor and illegible handwriting which has a substantial and long-term adverse effect on their ability to access the assessment

The only exception to the above where the use of a word processor may be considered for a candidate would be on a temporary basis as a consequence of a temporary injury at the time of the assessment, where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates.

Yavneh college will not:

- simply grant the use of a word processor to a candidate because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

Arrangements for the use of word processors at the time of the assessment

Appropriate exam-compliant word processors will be provided by the IT department in liaison with the SENDCo and the Examination's Officer.

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