



## Stockport School

### Word Processor Statement 2023-24

#### The use of a word processor

As a school we have access to ICT in lessons, homework clubs and examinations. For a student to qualify for the use of a word processor in external examinations: -

#### The centre will

- allocate the use of a word processor to a candidate where it is their normal way of working over an extended period of time
- award the use of a word processor to a candidate if it is appropriate to their needs and evidence has been obtained

#### Needs may include

- a learning difficulty which has a substantial and long-term adverse effect on his/her ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment;
- planning and organisational problems when writing by hand
- poor handwriting which is difficult to decipher or illegible
- quality of work produced is significantly improved with the use of ICT, evidenced by the fact that the student is able to score more highly in an examination when using ICT
- only permit the use of a word processor where the integrity of the assessment can be maintained
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification

- consider the needs of the candidate at the start of the candidate's course leading to a qualification based on evidence gathered that firmly establishes the candidates' needs and 'normal way of working' in the classroom, internal tests/exams, mock exams etc. and confirmed arrangements are in place before the Year 11 Mock examinations in the December before the candidate's actual GCSE examinations
- provide access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification
- In exceptional circumstances Stockport School may still offer the use of ICT to a student who does not meet the above criteria following an individual meeting with the SENDCo but evidence will still be required

### The centre will not

- simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

### Exceptions

The only exception to the above where the use of a word processor would be considered for a candidate would be

- in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Signed .....

Mr Casey Beever  
Associate Deputy Headteacher

Dated .....