

# Trinity



**TRINITY SCHOOL**

## **Examination Word Processing Policy**

**DATE APPROVED: January 2017**

**DATE FOR REVIEW: January 2019**

A handwritten signature in black ink, appearing to read 'S. H. Way'.

**SIGNED: .....**

**On behalf of the Governing Body**

## Examination Word Processing 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 because they prefer to type, work faster on a keyboard, or because they use a computer/laptop at home.

Candidates must not use their school log-in on a school computer for exams.

Candidate will be provided with a log-in or will have been logged onto 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 examination.

It is the responsibility of the candidate to ensure that the pages are numbered, that each page has the centre number, candidate name and number and unit/component code.

Every effort is made to ensure that candidates cannot access spell check, their own drive and 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.

The candidate will then be escorted to the Exams Office, with an invigilator, where the work will be printed off and shown to the candidate to confirm that this is their work.