

Word Processor for Examinations Policy

Date reviewed:	November 2025	
Approved by:	LGB	TBC
Next review due by:	November 2026	

For Office Use Only:

Policy Version: 1.0

To make changes to this policy, please
email admin@lincolnshiregateway.co.uk.



Lincolnshire Gateway
Academies Trust

Policy Statement

Kirton Academy is committed to ensuring equal access to assessment for all candidates. The use of a word processor in examinations and assessments will be permitted where it represents the candidate's *normal way of working* and constitutes a reasonable adjustment that does not compromise the integrity of the examination.

This policy is written in accordance with the **Joint Council for Qualifications (JCQ)** publication *Access Arrangements and Reasonable Adjustments* (1 September 2025 to 31 August 2026), and applies to all internal and external examinations conducted under formal conditions at Kirton Academy.

Purpose

The purpose of this policy is to:

- Ensure a consistent and transparent approach to the use of word processors in examinations.
- Clarify the criteria and procedures for granting and implementing such access arrangements.
- Comply with the principles of equality, inclusion, and fairness as required by the JCQ and relevant legislation, including the *Equality Act 2010*.

Scope

This policy applies to:

- All students undertaking internal or external examinations at Kirton Academy.
- All staff involved in the administration, organisation, and invigilation of examinations.
- The use of school-approved word processors for examination purposes.

Rationale

The use of a word processor in examinations is intended to reflect a candidate's *normal way of working* in the classroom and during assessments. It is not granted to give an advantage but to ensure a level playing field for candidates with specific needs, including but not limited to:

- Specific learning difficulties affecting written communication (e.g. dyslexia, dyspraxia).
- Physical disabilities or medical conditions that impede handwriting.
- Temporary injuries affecting the ability to write by hand.
- Handwriting that is illegible or substantially impedes communication.

Permission to use a word processor will only be granted where it is the candidate's established normal way of working and where this arrangement is deemed appropriate to their needs.

Regulatory Framework

This policy operates in accordance with:

- JCQ *Access Arrangements and Reasonable Adjustments* (01/09/25 – 31/28/26).
- The *Equality Act 2010*.
- Kirton Academy's *Special Educational Needs and Disabilities (SEND) Policy*.
- Kirton Academy's *Examinations Policy*.

Eligibility and Criteria

A candidate will be permitted to use a word processor in examinations where:

1. It is their normal method of working within the school environment, established through routine classroom use and assessments.
2. The need for a word processor has been identified, assessed, and documented by the Special Educational Needs Coordinator (SENCO) or appropriate specialist.

3. There is clear evidence that use of a word processor removes a substantial disadvantage without providing an unfair advantage.

Supporting evidence may include:

- Teacher observations and reports.
- SEN assessments and diagnostic reports.
- Medical or occupational therapy documentation, where applicable.

The SENCO, in consultation with the Examinations Officer, will make the final determination in each case.

Conditions of Use

When a word processor is approved for use in an examination:

- The device must be provided, configured, and checked by the school's IT Department prior to the examination.
- All spell check, grammar check, autocorrect, predictive text, and thesaurus functions must be disabled.
- Internet and network access must be disabled.
- The candidate may not have access to any pre-stored data or personal files.
- The word processor must be used solely for typing responses to examination questions.
- Candidates must ensure that their work is saved securely and printed under invigilated conditions.
- The printed script will be treated as the candidate's official examination script and submitted in accordance with JCQ regulations.

Failure to comply with these conditions may result in disqualification or the withdrawal of the arrangement.

Roles and Responsibilities

- **SENCO / Principal:**
 - Determines eligibility for word processor use and maintains appropriate records and evidence.
 - Ensures that candidates, parents/carers, and relevant staff are informed of approved arrangements.
- **Examinations Officer:**
 - Ensures that all JCQ and awarding body regulations are adhered to.
 - Oversees the secure implementation of the arrangement during examinations.
- **IT Department:**
 - Prepares, configures, and tests all word processors to ensure compliance with JCQ requirements.
- **Invigilators:**
 - Monitor the use of word processors during examinations to ensure security and compliance.
- **Students:**
 - Use the word processor responsibly and in accordance with examination regulations.

Record Keeping

All decisions regarding the approval and use of a word processor will be documented and retained by the SENCO and Examinations Officer. Records will include:

- Evidence supporting the arrangement.
- Confirmation that it represents the candidate's normal way of working.
- Details of the examinations for which the arrangement applies.

Records will be reviewed and updated annually.

Review and Monitoring

This policy will be reviewed annually or earlier if JCQ guidance or legislation changes. The review will be undertaken jointly by the SENCO and the Examinations Officer, with approval from the Senior Leadership Team (SLT).

Communication

This policy will be published on the school website and made available to staff, students, parents, and carers. All relevant staff will receive periodic training to ensure consistent implementation and compliance.