



Reviewed on: 5th January 2026
Next Review: Spring Term 2027
Review by: SLT
Approved by: Headmaster

Exams Word Processor Policy

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, upon the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments (AA) and Instructions for Conducting Examinations (ICE).

References to 'AA' relate to JCQ Access Arrangements and Reasonable Adjustments, and 'ICE' to JCQ Instructions for Conducting Examinations. The school also follows awarding body requirements, including Pearson iGCSE, which defer to JCQ regulations for UK centres.

The school will always follow the AA and ICE guidance, or any other relevant guidance from JCQ. The rest of this policy is intended to be a summary of the key points set out in the JCQ guidance. If there is ever a discrepancy between the summary below and the guidance provided by JCQ, the school will follow JCQ's guidance.

Purpose of the policy

This policy details how Durlston Court School manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Using a word processor

Durlston Court School complies with AA guidance regarding the use of word processors:

- Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text switched off, where it is the candidate's normal way of working within the centre.
- A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations.
- The purpose of an access arrangement is to ensure barriers to assessment are removed for a disabled candidate.

Normal way of working

Normal way of working must be clearly established well in advance of a public examination and evidenced through sustained use in lessons and internal assessments.

Centre-delegated arrangement and evidence

The use of a word processor is a centre-delegated access arrangement. Appropriate evidence (e.g. Form 8) will be retained where required.

Temporary injuries or impairments

The SENDCo will authorise use in cases of temporary injury or impairment.

Word processors and their programmes

A word processor:

- must be used as a typewriter
- must have spelling and grammar check disabled
- must not give access to the internet or other applications

Laptops and tablets

All devices must be fully charged and checked before the examination.

On completion of an examination

- the script will be printed either via connection to a printer or via a portable storage medium
- the candidate must ensure that the correct centre number, candidate number and course component code appear on each page as a header or footer
- if this information has been omitted, a candidate must handwrite the necessary details. They will be supervised throughout to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.
- the candidate must be present to verify the work printed is their own
- printed work will be attached to the component's answer booklet
- The centre may securely retain electronic copies of word-processed scripts as they may be accepted by an awarding body where the printed copy has been lost. The head of centre would need to confirm in writing that the copy has been kept securely.

Contingency arrangements

Backup devices and answer booklets will be available.

Monitoring and review

This policy is reviewed annually by the SENDCo and Examinations Officer to ensure compliance with current regulations.