



# Word Processor Policy 25/26

Last reviewed: Feb 2026

Next review due: Feb 2027

**We do things differently.....**

**H.E.R.E**

**High Standards  
Empathy  
Resilience  
Emotional Response**

## Introduction

The use of a word processor in examinations and assessments is an available access arrangement.

The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained while providing appropriate access for the candidate.

Access arrangements cannot be granted where they would compromise the assessment objectives of the specification in question.

Candidates may not require the same access arrangements for each subject. Subjects and methods of assessment may vary, therefore the **SENDCo** must consider the need for access arrangements on a subject-by-subject basis.

## Purpose of the Policy

This policy explains how **The Kassia Academy** complies with:

- **JCQ Access Arrangements and Reasonable Adjustments (AA)** – including Chapter 5.8: *Word Processor*
- **JCQ Instructions for Conducting Examinations (ICE)**
- **The Equality Act 2010**

when awarding and allocating the use of a word processor in examinations and assessments.

The term *word processor* refers to the use of a computer, laptop or tablet.

## The Use of a Word Processor

The Centre Will:

- Allocate the use of a word processor to a candidate where this reflects their **normal way of working** within the centre

- Award the use of a word processor where it is appropriate to the candidate's needs, which may include:
  - a learning difficulty or disability which has a substantial and long-term adverse effect on the ability to write legibly
  - a medical condition
  - a physical disability
  - a sensory impairment
  - planning and organisational difficulties when writing by hand
  - poor handwriting **as a consequence of a learning difficulty, disability or medical condition**
 (This list is not exhaustive)
- 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 would compromise the assessment objectives of the specification
- Consider the need for a word processor on a subject-by-subject basis
- Confirm access arrangements at the start of the candidate's course, based on evidence that firmly establishes the candidate's need and normal way of working in classwork, internal assessments and mock examinations
- Provide access to a word processor in **Non-Examination Assessment (NEA)** components as standard practice unless prohibited by the specification

The Centre Will Not:

- Grant the use of a word processor simply because a candidate prefers typing to handwriting, works faster on a keyboard, or uses a laptop at home

### Exceptions

The use of a word processor may be considered in the following exceptional circumstances:

- On a temporary basis due to a temporary injury or impairment, or a diagnosis arising after the start of the course
- Where a subject is delivered electronically and the centre provides word processors to all candidates

### Arrangements at the Time of the Examination

To comply with **JCQ Instructions for Conducting Examinations (ICE)**, the centre will:

- Provide a word processor with spelling, grammar and predictive text facilities disabled
- Ensure battery capacity is sufficient for the duration of the examination where the candidate is seated with the main cohort
- Ensure the candidate's centre number, candidate number and unit/component code appear on each page as a header or footer
- Where headers/footers are not available (e.g., Notepad or WordPad), ensure the candidate handwrites their details under supervision after printing
- Ensure each page is clearly numbered (e.g., page 1 of 6)
- Remind candidates to save their work regularly (or enable auto-save where possible)
- Instruct candidates to use a minimum of 12pt font and double spacing

If a candidate uses spelling, grammar or predictive text facilities, or **speech recognition technology**, they must meet the published criteria for a **scribe or speech recognition arrangement**, with an approved application in place.

## Word Processor Security

The centre will ensure the word processor:

- Is in good working order
- Is positioned so other candidates cannot read the screen
- Is used as a typewriter only and is not connected to the internet or intranet
- Is cleared of any previously stored data
- Does not provide access to unauthorised applications such as calculators (where prohibited), spreadsheets or databases
- Does not include predictive text, spellcheck or speech recognition software unless explicitly approved
- Is not operated by a third party unless a scribe or speech recognition arrangement has been approved

## Portable Storage Media

Any portable storage media used:

- Will be provided by the centre
- Will be cleared of any previously stored data

## Printing the Script

The centre will ensure:

- Facilities are available to print the script immediately after the examination
- The candidate is present to verify the printed work is their own
- Typed scripts are securely attached to any answer booklets
- A **Word Processor Cover Sheet (Form 4)** is completed and included, in accordance with awarding body instructions

## Appendix 1: Centre Criteria for Awarding the Use of a Word Processor

In line with **JCQ Access Arrangements and Reasonable Adjustments**, the Head of Centre will produce a statement for inspection purposes outlining the criteria used by the centre to award the use of a word processor.

At The Kassia Academy, the normal way of working for candidates is handwritten examinations, unless an approved access arrangement is in place.

A word processor will be awarded where:

- There is clear evidence of need linked to a disability, learning difficulty or medical condition
- The arrangement reflects the candidate's normal way of working
- The assessment objectives are not compromised

Temporary arrangements may be made in the case of injury or where subjects are delivered electronically for all candidates.