

**Henley College Word Processor/Laptop Policy 2022 – 2023**

This policy is reviewed annually to ensure compliance with current regulations and guidance of the Joint Council for Qualifications (JCQ)

2021-2022 Approved/reviewed by: Natalie Green (Exams Operational Lead) and Julia Green (Specialist Assessor)

Date of next review: September 2023

The Henley College values good handwriting as an effective way of expressing ideas and knowledge on paper, and expects that most students will handwrite in exams. However, there are exceptional circumstances, as identified by the College, where students may benefit from using a word processor and in these cases the College will allow use of word processing for note-making, for homework, and for internal and public examinations.

Students with access to word processors in exams are allowed to do so in order that barriers to assessment are removed for candidates disabled, with the meaning of the Equality Act 2010, thus preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The College will allow students to use word processors in exams when they meet at least one of the following criteria:

* **The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;**
* **The student has a physical difficulty/medical condition (such as hypermobility/juvenile arthritis) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;**
* **The student has a sensory impairment (such as vision or hearing impairment) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;**
* **The student has very poor handwriting and would lose marks due to the examiner finding the student’s answers illegible;**
* **The student’s quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand.**

This use of a word processor also extends to the use of electronic braillers and tablets.

Students permitted to use word processors in public exams (i.e. GCSEs, BTEC, Cambridge Nationals) must have been using a word processor as their normal way of working for classes, homework, internal tests and internal exams.

It is not College policy to provide a word processor for a student solely on the basis that they prefer to type or that they can work faster on a keyboard because they use a laptop at home.

A student may also use a word processor on a temporary basis as a consequence of a temporary injury.

Students who have permission to use a word processor in class are able to borrow a laptop or iPad from the Student Service Department if one is not available in the curriculum area. The College will provide word processors with spelling and grammar checkers and predictive text facility removed for use in internal exams and public exams. These word processors are not able to connect to the internet.

The use of a word processor is considered and agreed where appropriate at the start of the course. Students are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

The need for the use of a word processor is considered on a subject by subject basis. Students who have permission to use a word processor in exams do not have to use it in all exams, e.g. they may opt to use it in subjects with extended writing demands only. The provision will be agreed with the Head of Student Services, Specialist Assessor or Exam Operational Lead or Exam Coordinator based on normal way of working in class and mock/practice exams.

Students may use their answer booklet in addition to the word processor if they wish to do so. For example, a student may type certain questions and handwrite shorter answers.

The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

Where possible students using word processors in external exams are internally accommodated together in a smaller room within the College.

Signed:

Natalie Green

Exams Operational Lead

Date: 01 November 2022