



Bexley Grammar School
Danson Lane, Welling, Kent, DA16 2BL
A Specialist Language College and IB World School
Headteacher: H J Gilmore

Bexley Grammar School Statement for the use of word processors in GCSE examinations

Below are the criteria Bexley Grammar School uses to award and allocate word processors for GCSE examinations.

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be awarded the use of a word processor in exams.

The principal criteria when the school is deciding whether to grant the use of a word processor are that:

- The student has a firmly established need and
- It is the student's normal way of working and
- It is appropriate to their needs and
- by not being awarded a word processor would be at a substantial disadvantage to other candidates.

A word processor is awarded when

- The speed of writing prevents the candidate from demonstrating their knowledge and skills
- Handwriting is illegible to the point of preventing the candidate from demonstrating their knowledge and skills.

Pupils who may benefit from the use of a word processor are candidates that have been observed to have:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- A medical condition affecting the student's ability to write
- A physical disability affecting the student's ability to write
- A sensory impairment
- Poor handwriting
- Planning and organisational problems when writing by hand.

This has been agreed to comply with JCQ exam regulations, Access Arrangements, section 5.8, that state: A word processor cannot simply be granted to a candidate because he/she prefers to type in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.