THE HART SCHOOL
Creative Education Trust

Word Processor in Exams Award / Allocation Criteria

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Jude Mahon – Vice Principal	
Date of next review	September 2027

The criteria The Hart School uses to award and allocate word processors for 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 where he/she has a firmly established need, it reflects the candidate's **normal way of working** and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

*The **'normal way of working'** as defined by JCQ is as follows:*

"The arrangement(s) put in place must reflect the support given to the candidate in the centre, for example:

- *in the classroom;*
- *working in small groups for reading and/or writing;*
- *literacy support lessons*
- *literacy intervention strategies*
- *pre public examinations*

Exceptions might include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting which may hamper their ability to be understood
- writing speed is too slow to be able to complete the exam in the allotted time

The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment."

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the IT department in liaison with the SENCo and the exams officer.

In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the students who require the use of a word processor will be split into two groups. One group will sit the exam earlier than or later than the published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 2.11 of ICE.

Statement produced by: **Louise Taylor – SENCo**

Statement Date: **September 2026**