South Dartmoor Community College

WORD PROCESSOR POLICY

Mission Statement

Empowering everyone to be the best that they can be.

1. **Excellence** – We will provide students with opportunities in which to excel, to empower them to make free choices as a foundation for the best possible future; with outcomes in line with or better than their peers nationally.
2. **Equality** – We will provide high quality teaching and learning, delivering a broad, knowledge rich curriculum, where high aspirations are the norm and success is celebrated, to all students regardless of their background, ethnicity, religion, gender, educational need.
3. **Truth** – We will pursue truth open-mindedly, seeking to help students to enquire, question and challenge, helping them to be well-rounded, resilient, confident, independent learners with a love for learning.
4. **Respect** – We will create a safe community that has at its core an understanding of deep respect for self, for others and for the environment; strong relationships are key.

Executive Head teacher: Jen Veal	
SENDCo: Ian Squires	
Lead Governor for SEND: Dominic Course – Chair of HAB1	
Policy Date: February 2024 This policy will be reviewed annually to ensure compliance with current regulations and guidance of the Joint Council for Qualifications (JCQ).	

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INTRODUCTION

South Dartmoor Community College value good handwriting and impose high standards on presentation of work. They expect that most students will hand write in exams. However, there are exceptional circumstances, as identified by both schools, where students may benefit from using a word processor and in these cases the South Dartmoor Community College will allow use of a word processor for note-making in class, 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 disabled candidates, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

AIMS AND OBJECTIVES

South Dartmoor Community 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 (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 his/her answers illegible;

- The student's quality of language <u>significantly</u> 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 (ie 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 school 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 from the SEN Department if one is not available in the curriculum area. South Dartmoor Community 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.

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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, eg they may opt to use it in subjects with extended writing demands only. The provision will be agreed with the SENCO during 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 school.

Signed:

Role: SENDCO

Dated: 15 February 2024