

RICHARD TAUNTON SIXTH FORM COLLEGE

EXAM ACCESS ARRANGEMENTS - WORD PROCESSOR POLICY

Policy Statement

Richard Taunton Sixth Form College recognises that many students benefit from access to word processing facilities in order to improve the fluency of their written work. This facility can be made available to students for their exams as an Access Arrangement and a Reasonable Adjustment. The Joint Council for Qualifications (JCQ) publish clear guidelines regarding access to word processing facilities where a candidate qualifies for a scribe. However, where a candidate does not qualify for a scribe, access to a word processor is at the discretion of the centre. The following policy details the approach of Richard Taunton Sixth Form College regarding this matter.

Policy

The purpose of this policy is to ensure that Richard Taunton Sixth Form College uses a consistent and transparent approach to the issuing of access to word processing facilities in public examinations. This specifically addresses students who do not qualify for a scribe and word processor with spell check enabled under the JCQ regulations.

- I. Students who do not qualify for access to a word processor under JCQ regulations for a scribe can only be considered for access to word processing facilities that have the spell and grammar check disabled
- II. Students can only be considered for access to a word processor with spell and grammar check disabled if they have been seen by the specialist assessor at Richard Taunton Sixth Form College, regardless of what access arrangements were issued at previous institutions.
- III. Students can only be considered for access to a word processor with spell and grammar check disabled if they demonstrate one or more of the follow criteria:
 - Notable difficulties with handwriting legibility, as judged by the specialist assessor at Richard Taunton Sixth Form College.
 - Difficulties with handwriting speed, below 15 words per minute.
 - Difficulties with punctuation, grammar and sentence structure that is improved by access to word processing facilities and the ease of editing it offers.
 - Severe hand cramping and physical discomfort when handwriting that is clearly improved by access to a word processor.
 - Other medical conditions and difficulties that are aided by access to a word processor.
- IV. Use of a word processor should always be the student's normal way of working before at the centre. This will be confirmed before access to word processing facilities in exams will be considered.