



TALBOT HEATH SCHOOL “Honour Before Honours”

USE OF WORD PROCESSORS WITHIN EXAMINATIONS

Date adopted: 1st September 2025

Date for next adoption: Autumn Term 2026

Reviewed by: Exam Officer & Headteacher

As a school, we will make reasonable adjustments to this policy, in line with the SEND Code of Practice (2014) and the Equality Act (2010), for students with SEND.

For precise guidance on how laptops should be used, refer to *JCQ AARA 2025/26* (section 5.8) and *JCQ ICE 2025/26*.

A word processor cannot be simply granted to a candidate because they now want to type rather than write in examinations, can work faster on a keyboard, or use a laptop at home.

Types of candidates which we consider would benefit from the use of a word processor is in line with recommendations from the *Joint Council for Qualifications*. Candidates would have one or more of the following:

- 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
- handwriting developmental problems which have led to difficulties such as pain when writing / illegibility of writing under the pressure of time
- handwriting which has been tested to be below average in speed

For a candidate to be awarded the use of a laptop in exams the following criteria needs to be met:

- The use of a word processor must reflect the candidate’s normal way of working within the centre.
- Teaching staff are in agreement that the candidate would be unable to meet their academic potential without the use of a word processor.
- Use of a word processor has been agreed by the Exams Officer and SENCO.
- Use of a word processor has been approved by *JCQ AARA 2025/26* (section 5.8) and *JCQ ICE 2025/26*.

Candidates using laptops must be told to:

- Use size 12 font
- Use double-spacing
- Immediately after the examination, students’ exam materials will be printed under supervision, with both the invigilator and the student present to ensure full compliance with exam regulations.