

Word Processing in Exams Policy 2023-24

This policy details how Caterham School manages and administers the use of word processing facilities in examinations and assessments.

- 3. The use of a laptop/word-processor is the pupil's normal mode of working. Regular use of a laptop or word-processing facility, without the SENDCo's approval, does not formally constitute a 'normal mode of working'.**

The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

Notes

Pupils may not require the use of a word processor in each subject or examination paper. As subjects and their methods of assessments may vary, leading to different demands on our candidates, the need for the use of a word processor is considered on a subject-by-subject basis. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet.

Pupils who have been granted use of a word processor in public exams are advised to type all homework, coursework and timed in-class assessments with spelling and grammar check (and