EAST BARNET SCHOOL

"I want to learn"

Word Processing Policy

Version 1.0

Review by Learning Committee:	February 2026
Adopted by Governing Body:	March 2026
Reviewer:	M Gomez
Governor Link:	Chair of Learning

WORD PROCESSING POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Statement of Principle

East Barnet School is committed to ensuring that all candidates can access examinations and assessments without being placed at a substantial disadvantage, in accordance with the **JCQ Access Arrangements and Reasonable Adjustments** regulations.

The use of a word processor is permitted only where it reflects the candidate's **normal way of working**, is supported by evidence of need, and does not compromise the integrity or assessment objectives of the qualification.

This policy ensures that the use of word processors in examinations and assessments is managed consistently, fairly, and in full compliance with **JCQ regulations and guidance**.

The policy is reviewed annually following the publication of updated JCQ documentation, including **Access Arrangements and Reasonable Adjustments** and **Instructions for Conducting Examinations (ICE)**.

B. Equality Statement

In all matters, including Safeguarding, the School will not unlawfully discriminate against students because of their protected characteristics according to the Equality Act 2010, and will always consider how they are supporting students with protected characteristics and will take positive action, where proportionate, to deal with the disadvantages that these students face.

C. Aims

This policy aims to:

- Ensure compliance with **JCQ Chapter 4 (Reasonable Adjustments)** and **Chapter 5 (Access Arrangements)**

- Remove barriers to assessment for disabled candidates with persistent and significant difficulties
- Maintain the integrity and assessment objectives of each specification
- Ensure decisions regarding word processor use are evidence-based and reflect the candidate's normal way of working
- Clarify roles and responsibilities in the administration of word processors

In line with JCQ regulations, East Barnet School acknowledges that:

- Access arrangements must not be granted where they would compromise assessment objectives
- Decisions regarding access arrangements rest with the centre
- Access arrangements may differ between subjects and specifications
- Arrangements must be approved **before** the examination or assessment

D. Requirements

Normal Way of Working

The **normal way of working** at East Barnet School is that candidates **handwrite examinations**.

A word processor will only be permitted where:

- It is the candidate's normal way of working within the centre
- There is clear evidence of persistent and significant difficulty
- The candidate would otherwise be placed at a substantial disadvantage

A word processor **must not** be granted simply because a candidate:

- Prefers to type rather than write
- Types faster than they write
- Uses a laptop or computer at home

Criteria for the Allocation of a Word Processor

A candidate may be permitted to use a word processor where they have a firmly established need, which may include:

- A learning difficulty with a substantial and long-term adverse effect on handwriting
- A medical condition
- A physical disability
- A sensory impairment
- Significant planning and organisational difficulties when writing by hand
- Persistently poor or illegible handwriting

Decisions will be supported by:

- Appropriate medical evidence **or**
- Centre-based evidence, including handwriting assessments and evidence of classroom practice

Use of Word Processors in Examinations and Assessments

In accordance with JCQ regulations *(JCQ ICE 2025–26, Section 14.25–14.26)*, word processors:

a) **Must be used as a typewriter only**; standard formatting software is permitted

b) **Must be cleared of any previously stored data**, including any portable storage medium

c) **Must be in good working order** at the time of the examination

d) **Must be accommodated so as not to disturb other candidates** or allow screens to be visible

e) **Must allow scripts to be printed** after the examination; the candidate must be present to verify the work

f) **Must be used under secure examination conditions**

g) **Must not be used to perform skills being assessed**

h) **Must not give access** to unauthorised applications (e.g. internet, email, social media, spreadsheets, calculators where prohibited)

i) **Must not include graphics or CAD software** unless permitted by the awarding body

j) **Must not include spell check, grammar check, predictive text or AI tools**, unless explicitly permitted by the specification

k) **Must not include text-to-speech software**, unless the candidate has approval for a computer reader

l) **Must not include speech recognition software**, unless the candidate has permission to use a scribe

m) **Must not be operated by a third party**, unless the candidate has permission to use a scribe

Where required by an awarding body, a **Word Processor Cover Sheet** will be completed and attached to the candidate's script.

JCQ advice: candidates should use a minimum **12pt font and double spacing** to assist examiners.

E. Roles and Responsibilities

Head of Centre

- Holds overall responsibility for ensuring JCQ compliance
- Confirms the centre's normal way of working

SENCo

- Identifies candidates who may require access arrangements
- Makes informed decisions in line with JCQ regulations
- Ensures arrangements reflect the candidate's normal way of working
- Maintains appropriate evidence and documentation

Exams Officer

- Allocates exam-compliant word processors in liaison with the SENCo
- Ensures devices meet JCQ security and technical requirements
- Manages printing, storage, and attachment of scripts

Teaching Staff

- Provide evidence of classroom practice
- Support candidates in establishing a consistent normal way of working

Candidates

- Use word processors strictly in accordance with JCQ regulations
- Verify printed scripts as their own work