

## **Policy on the use of word processors in exams.**

John Ruskin School values good handwriting and imposes high standards on presentation of work, and expects that most students will hand write in exams. However, there may be exceptional circumstances, as identified by the School, where students may benefit from using a word processor. In these cases the John Ruskin School will allow use of a word processor for note-making in class, for homework, and for internal and public examinations.

John Ruskin School will allow students to use word processors when they meet one of the following criteria:

- The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD).
- The student has a physical difficulty/medical condition (such as hypermobility).
- The student has very poor handwriting and would lose marks due to the examiner finding his/her answers illegible (as assessed by the Access Assessor and identified on the JCQ form 8).

Only in the event of a significant need being identified would word processors or laptops be issued to students before the end of Year 8. The school's experience shows that before this stage students are typically better off learning to organise their notes and school work through the use of exercise books and written work.

Students permitted to use word processors in public GCSE exams must have been using a word processor as their normal way of working for classes, homework, internal tests and internal exams.

A word processor cannot simply be granted to a candidate because he/she wants to type rather than write in exams or can work faster on a keyboard or because he/she uses a laptop at home.

A student may also use a word processor on a temporary basis as a consequence of a temporary injury. e.g. broken arm. There needs to be medical evidence provided by a GP, hospital Doctor or similar.

Students who have permission to use a word processor in class may bring in their own laptop for use in school or it will be provided by the school. Students will be asked to sign an agreement form.

John Ruskin School will provide a 'clean' device for word processing with no access to the internet for use in internal exams and public exams.