



KING WILLIAM'S COLLEGE

Word Processor Policy

Last Review Date: 10/25

Next Review: 10/26

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King William's College Word Processor Policy details the criteria the centre uses to award and allocate word processors for use in lessons, examinations and assessments.

King William's College Policy in Years 7 to 11 regarding the use of a word processor in lessons and in examinations:

A pupil may use a word processor in lessons in the following circumstances:

- Having consistently failed to improve the clarity or speed of writing (continuous text) despite receiving extra support
- Following assessments carried out within College, which show a pupil's writing speed (continuous text) is in the below average range on a nationally standardised test, resulting in a standardised score of 84 or below
- When tests of speed of typing show a competence to word process, needed to compensate for the writing difficulty

Handwriting difficulties associated with the following may lead to the use of a word processor:

- A learning difficulty which has a substantial and long-term adverse effect on a pupil's ability to write legibly
- A poor standard of handwriting observed over a sustained period of time
- Recognised planning and organisational problems when writing by hand which have been observed over time
- A medical condition
- A physical disability
- A sensory impairment
- A temporary injury

Consideration will always be given to suggestions of the use of a word processor in response to a concern.

Use of a word processor in external exams and assessments:

The regulations of the examining boards will be adhered to.

- Clear evidence must support the use of a word processor
- An exam candidate may be approved the use of a word processor where this is appropriate to the candidate's needs and not simply because a pupil wants to type rather than handwrite, can work faster on a keyboard or because they use a laptop at home.
- The use of a word processor will be a pupil's normal way of working in College unless the use is due to a temporary injury.
- The spelling and grammar check facility/predictive text will be off in accordance with the regulations.
- A candidate may use a word processor in an examination to type questions requiring extended writing and may opt to handwrite shorter answers.
- As clearly stated in the JCQ booklet "Adjustments for candidates with disabilities and learning difficulties. Access Arrangements and Reasonable Adjustments 1 September 2025 to 31 August 2026", a privately commissioned assessment, where the centre has not been involved, cannot be used to award access arrangements such as the use of a word processor.