



Kimbolton School
Cambridgeshire

WORD PROCESSOR POLICY STATEMENT

Policy owner:

SENCo, Exams Officer, Assistant Head (Teaching and Learning) and Access Arrangements Administrator.

Governor Committee: Education

Policy Summary Statement:

To ensure compliance with current regulations in awarding and allocating word processors for exams.

Release Date: Spring 2026

Review Date: Spring 2027



Word Processor Policy Statement

Word Process Allocation Statement

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology. This is recorded on the school's SEND Register and records of Access Arrangements. Evidence is retained on file for each individual student.

Awarding Word Processors

There are also exceptions where a candidate may be awarded the use of a word processor in exams where s/he has a firmly established need, it reflects the candidate's normal way of working and, by not being awarded a word processor, would be at a substantial disadvantage to other candidates.

Exceptions will include where a candidate has:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly or at an acceptable speed
- a medical condition which prevents writing in a legible way or at an acceptable speed (this may be short term due to a recent injury)
- a physical disability which prevents writing in a legible way or at an acceptable speed
- a sensory impairment
- planning and organisational problems when writing by hand meaning the writing is frequently rewritten and edited, making it hard for the exam marker to easily navigate around the essay in the right / desired order
- handwriting that has been formally assessed as being either slow or illegible during an extended writing task
- in some circumstances if a pupil is not eligible for extra time but is assessed as having at least one speed of working at a standardised score below 84, it may be agreed the pupil use a word processor

Even though Kimbolton pupils are expected to complete a large amount of schoolwork on their iPads, this 'normal way of working' does not itself make them eligible for laptop use in exams. We will only implement a word processor for those pupils who have been assessed by a school recognised and qualified assessor and whose extended writing speed standardised scores may sit outside the norms. As part of the eligibility, the pupil will be assessed to ensure s/he has a typing speed 'words per minute' count that is the same or better than their handwritten word count. To implement a word processor where the typing speed is less than their handwritten speed would be to disadvantage them. In these cases, extra time may be explored as an alternative to typing.

Allocating Word Processors

Appropriate exam-compliant word processors will be allocated by the IT department in liaison with the SENCo and the exams officer. The security of the exam will be maintained at all times and candidates will be supervised in line with section 2 of ICE. (Instructions for Conducting Examinations [Instructions for Conducting Examinations \(ICE\) – Joint Council for Qualifications](#))