



**Head Teacher:**

Mr A Simms BSc (Hons), PGCE

**Deputy Head Teachers:**

Mrs S Davies BA (Hons), PGCE, M.Ed

Mrs K Robinson BA (Hons), PGCE, M.Ed

**Policy For The Use of Word Processors During Examinations.**

At Hazel Oak School we follow JCQ guidelines for the administration and discharge of our responsibilities for all external examinations.

The following guidelines are those which we follow when deciding whether a candidate may use a word processor during an external examination.

**The use of a word processor MUST reflect the candidate's normal way of working within school, in normal lessons.**

**The students must also meet one or more of the following criteria:**

- **Has a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.**
- **A medical condition which has a substantial and long term adverse effect on their ability to write legibly.**
- **A physical disability.**
- **A sensory impairment.**
- **Poor handwriting.**

***This list is not exhaustive and each candidate will be assessed on their own case, but in all cases, word processing must be their normal way of working.***

Mrs W Fitzmaurice

Assistant Head Teacher, Accreditation Lead.

27/3/2018.