

## **Word Processing in Exams Policy 2023-24**

**This policy details how Caterham School manages and administers the use of word processing facilities in examinations and assessments.**

- 3. The use of a laptop/word-processor is the pupil's normal mode of working. Regular use of a laptop or word-processing facility, without the SENDCo's approval, does not formally constitute a 'normal mode of working'.**

**The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.**

#### **Notes**

**Pupils may not require the use of a word processor in each subject or examination paper. As subjects and their methods of assessments may vary, leading to different demands on our candidates, the need for the use of a word processor is considered on a subject-by-subject basis. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet.**

**Pupils who have been granted use of a word processor in public exams are advised to type all homework, coursework and timed in-class assessments with spelling and grammar check (and**