The Bosco Centre	
Policy:	**Use of word processers in public examinations policy**
Applies to:	**College**
Reviewed:	**August 2026**
Next Review:	**September 2027**

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations. At Bosco candidates who require a word processor for their examinations are provided with laptops which comply with JCQ regulations:

"Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs"

Principles for using a Word Processor:

- The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.
- Candidates are made aware that they will have the use of a word processor for examinations and non examination assessments. (including controlled assessments/coursework)
- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way 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.

Particular types of candidates may benefit from using a word processor, for example:

- a student whose handwriting is illegible/ incomprehensible.
- a student whose handwriting speed is slow and when assessed the student has a handwriting speed standardised score of less than 85.
- a student who has a medical condition whereby it is uncomfortable and/or painful for them to write for extended periods.
- a student with a physical disability which affects their ability to write.

A word processor will not be granted to a candidate simply because they prefer to type rather than write or can work faster on a keyboard, or because they uses a laptop at home. (this list is not exhaustive)

For examinations Bosco will:

- provide a word processor with the spelling and grammar check facility/predictive text disabled.
- only grant the use of a word processor to a candidate where it is their normal way of working within the centre.
- only grant the use of a word processor to a candidate if it is appropriate to their needs.

- in all cases, ensure that a word processor cover sheet (JCQ Form 4 for AQA, Edexcel and OCR exams) is completed and included with each candidate's typed script
- ensure word processors have been cleared of any previously stored data.
- ensure word processors are in good working order at the time of the examination.
- ensure a candidate using a word processor during an examination will be accommodated separately and a separate invigilator is used.
- ensure word processors have the facility to print from a portable storage medium.
- ensure documents are printed after the examination is over.
- ensure candidates are present to verify that the work printed is their own.
- ensure word processed scripts are inserted in any answer booklet which contains some of the answers.
- ensure word processors are not used to perform skills which are being assessed.
- ensure word processors are not connected to an intranet or any other means of communication.
- ensure candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor.