

Appendix 1 Word Processing Policy 2018-19

At The Cotswold School we recognise that some pupils will benefit from using a word processing device in order to produce the quantity and quality of written work required to demonstrate their ability in a subject. In order to maintain the integrity of the learning and examination processes in school their use is restricted. A word processor cannot be granted to a candidate because he or she now wants to type rather than write in examinations, or can work faster on a keyboard because he or she uses a laptop at home.

The use of a word processor will be considered in the following instances as a pupil's normal way of working within this centre:

- A pupil with a learning difficulty which has a substantial and long term adverse effect on his or her ability to write legibly
- A pupil with a medical condition
- A pupil with a physical disability
- A pupil with a sensory impairment
- A pupil with planning and organisational problems when writing by hand (so that pupil's quality of language significantly improves as a result of using a word processor)
- A pupil with poor handwriting

This list is not exhaustive.

When a candidate is allowed to use a word processor, it is permissible for him/her to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and computer screen.