



Hampstead Fine Arts

Use of Word Processor Policy

Purpose

This policy outlines the criteria and processes for the use of word processors by candidates during examinations. It ensures compliance with the regulations set forth by the Joint Council for Qualifications (JCQ) and promotes consistency, fairness, and clarity.

Scope

This policy applies to all students, parents, and staff involved in examination arrangements at Hampstead Fine Arts College.

Policy Statement

1. Eligibility

- The use of a word processor is a reasonable adjustment provided to students whose needs justify its use in accordance with JCQ guidelines.
- Students must have a demonstrable and ongoing need, such as:
 - A learning difficulty that affects written communication (e.g., dyslexia).
 - A physical disability.
 - A medical condition or injury.
 - Speed of handwriting significantly below the average.
- The use of a word processor must reflect the **student's normal way of working** across subjects, as demonstrated consistently over time in lessons, assessments, and mock exams.

2. Spell Check Usage

- Spell check functionality on word processors will generally be **disabled** during examinations, in line with JCQ regulations.
- **Exception:** Spell check may be enabled only for candidates diagnosed with a specific need, such as dyslexia, by a qualified professional. To qualify for this, the student must meet the JCQ threshold of a standardised score of **84 or below** in spelling or writing speed tests conducted by an appropriate specialist assessor. Supporting evidence is required to grant this adjustment.

3. Assessment Process

- All requests for word processor use must be supported by professional evidence (e.g., an Educational Psychologist's report or a medical certificate).
- Requests must be submitted to the SENCO or Exams Officer no later than [January every year, e.g., four months before the start of public exams].
- Approval is at the discretion of the centre, based on individual needs and JCQ guidelines.

4. Implementation

- Word processors used during exams will be provided **exclusively by the centre** to ensure compliance with security, functionality, and JCQ regulations.
- **Under no circumstances are candidates permitted to use personal devices** for examinations.



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- All centre-provided laptops will be configured to disable internet access, spell check (except for eligible students), grammar checkers, and predictive text, unless explicitly permitted by JCQ guidelines.
- 5. **Responsibilities**
 - **Students and Parents:** Submit requests and supporting evidence within the stipulated timeline.
 - **SENCO/Exams Officer:** Assess and approve requests, ensuring alignment with JCQ guidelines. Maintain documentation to show that word processor use is the student's normal way of working.
 - **IT Department:** Ensure all word processors are properly configured, tested, and available during examinations.
- 6. **Compliance and Review**
 - This policy will be reviewed annually or as required by updates to JCQ regulations.
 - Non-compliance with this policy may result in the withdrawal of permission to use a word processor.

Communication

This policy will be shared with staff, students, and parents at the beginning of the academic year and made available on the centre's website.

Approval

Approved by: The Principal
Date: 10/01/2025