

Northgate School

Word Processor Policy (Exams) 2025/26

Field	Detail
Academic year	2025/26
Head of Centre	Paul O'Neill
SENCo / Exams Officer	Althea Chambers
IT support	TurnITON
Next review	October 2026

Northgate School is a specialist SEMH provision. Examination processes are delivered with consideration for students' emotional regulation, sensory needs and vulnerabilities, while maintaining full compliance with JCQ and awarding body regulations.

Purpose

- Explain how Northgate School awards and manages word processors in examinations and assessments.
- This policy should be read alongside the Access Arrangements Policy and Candidate Exam Handbook.
- The policy complies with JCQ AARA and Instructions for Conducting Examinations requirements.

Criteria

- The normal way of working is handwriting unless there is evidence-based reason for an exception.
- A word processor may be awarded where it is the candidate's normal way of working and the candidate would otherwise be at a substantial disadvantage.
- Examples may include a learning difficulty affecting legibility, a medical condition, physical disability, sensory impairment, planning/organisational difficulty or poor handwriting.
- A word processor is not awarded simply because a candidate prefers to type, types faster, or uses a laptop at home.

Implementation

- The SENCo/Exams Officer considers need on a subject-by-subject basis.
- Spelling and grammar check, predictive text, internet, email, social media, AI tools and unauthorised applications are disabled unless expressly permitted.
- The word processor is used as a typewriter and must not perform skills being assessed.
- Candidates are seated so that screens cannot be read by others and other candidates are not disturbed.

During and after the exam

- Candidates must include centre number, candidate number and unit/component code as a header or footer on each page where possible.
- Pages must be numbered and work saved regularly.
- Minimum 12pt font and double spacing should be used where possible.
- The candidate must be present to verify printed work is their own.

- Typed scripts are attached to any answer booklet containing handwritten answers and any required cover sheet is included.

IT and security

- Appropriate exam-compliant devices are provided by the IT department in liaison with the SENCo/Exams Officer.
- Devices are cleared of previous data and checked before use.
- Any portable storage medium is provided by the centre and cleared before use.
- Electronic copies are retained only where necessary and must be kept securely.