The use of a word processor/laptop must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

A word processor cannot be granted to a candidate because they prefer to type rather than write or can work faster, or they use a laptop at home.

 This list helps to identify candidates who would benefit from the use of a word processor/laptop, although not exhaustive;

- A learning difficulty which has a substantial and long term adverse effect on the ability to write.
- A medical condition.
- A physical condition
- A sensory impairment
- Planning and organisation problems when writing by hand.
- Poor handwriting

There is not a requirement to process an Access arrangement, or have evidence of need, but all requests for word processor/laptop in WSAPC must be approved by SENCo before examination series starts, to enable Exams officers and Head of centres to plan accommodation.

A word processor/laptop will be provided with the spelling and grammar checkers and predictive text facility disabled unless the candidate has been permitted a scribe or using voice recognition technology.

The use of word processors/laptops in controlled assessment or coursework components will be considered standard practice unless prohibited by the specification.

Candidates may not require the use of a word processor /laptop in each specification, although it is permissible to use word processor / laptop for extended writing and handwrite shorter answers.

Invigilators must remind candidates to save their work at regular intervals. Alternatively an IT technician can set up 'auto save' on word processor/laptop.

Candidates must ensure that their centre number, candidate number, specification, and unit code are typed or handwritten on each page, and the question numbers clearly marked.

Only authorised memory sticks provided by the exams officer may be used.

Printing must be carried out after the examination is over and the candidate must be present to verify their work. (Printing to photocopier is not permissible, unless prior consent from exams officer) IT technician to ensure there are available printers at each unit.

A JCQ or CIE word processor cover sheet must be completed and attached to candidate's script.

This Policy is in line with JCQ regulations 2015-16

Monitoring and Review
This policy will be monitored and reviewed annually.

ISSUED	April 2016
ADOPTED BY WSAPC	April 2016
RATIFIED BY GB	May 2016
REVIEW DATE	September 2016