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## SHOREHAM ACADEMY

# Policy for allocation of word processing facilities in examinations

Updated March 2022

**Policy for the allocation of Word processing facilities on an exam-ready machine to students for External Exams.**

- At times word processors /computers are allocated to an entire examination group if they need to use one to access an exam.

Other circumstances, in order of priority, include:

- Where a student uses a word processor as their normal way of working as agreed by the SENCo/Inclusion Manager.
- A recognised physical disability i.e. cerebral palsy (i.e. a letter of confirmation from a hospital consultant or an EHCP stating this) requiring the student to type rather than handwrite.
- A formal/official diagnosis of hypermobility
- Official assessment of a handwriting speed at or below a standard score of 84 (1 s.d. below average) for students of that age carried out within the 26-month limit
- Official assessment of handwriting legibility putting the student at or below a standard score of 84 (1 s.d. below average) for students of that age carried out within the 26-month limit. (Word processors are allocated, whenever practicable in lessons and for examinations, if a student's handwriting is 5% or more illegible, as measured on the DASH assessment, regardless of handwriting speed.)
- Recent staff observation, or medical confirmation, of genuine pain after lengthy periods of writing.