

**WORD PROCESSOR  
PROCEDURE FOR  
EXAMINATIONS  
(EAA)**

## Word Processor Procedure for Examinations (EAA)

**Policy Owner:** Executive Leadership Team  
**Date Approved:** 4 November 2025  
**Next Review:** November 2026  
**Responsibility for Review:** Director of Learner Support  
**Policy Review Frequency:** Annual (in accordance with annual JCQ regulations publications)

Applicable to staff: Yes/~~No~~

Applicable to students: Yes/~~No~~

Publish on College website: Yes/~~No~~

### Consultation:

Undertaken with:	Yes/No:	Date:
Committee/Board		
ELT	Yes	4 November 2025
CMT		
Unions		
Students		
Employees		
Employers/Stakeholders		

### Any Associated Documentation, for Reference:

SEND Policy, EAA Policy, [JCQ-Instructions-for-conducting-examinations-2025\\_6\\_FINAL.pdf](#)

**ELT SIGN-OFF:** Marie Haworth, Vice Principal Quality, Teaching Learning and Student Support,



## **Purpose and Scope**

1. This policy outlines the principles for using a word processor in exams and assessments in compliance with JCQ regulations; when awarding and allocating a candidate with the use of a word processor in their exams.
2. The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

## **Legal Framework**

3. The policy is guided by:
  - Equality Act 2010 – requiring reasonable adjustments for disabled candidates.
  - JCQ Regulations – “Adjustments for Candidates with Disabilities and Learning Difficulties: Access Arrangements and Reasonable Adjustments.”

## **Determining Need**

4. The candidate's eligibility for a word processor will be determined in the same way that all Exam Access Arrangements are determined at the college and in line with the college's Exam Access Arrangements policy.

## **Principles for using a Word Processor**

5. The College will allocate the use of a word processor to a candidate where it is their normal way of working and it is appropriate to their needs. Needs may include:
  - a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
  - a medical condition;
  - a physical disability;
  - a sensory impairment;
  - planning and organisational problems when writing by hand; and/or
  - poor handwriting.
6. The use of a word processor must reflect the students 'normal way of working' within the College and curriculum setting. The use of a word processor will be as a result of a well-established Special Educational Need and Disability (SEND) which result in illegible handwriting and has been identified and evidenced over time. Evidence may consist of tutor observations or recommendations, samples of handwritten work, and a typing speed assessment to ensure the candidate is not placed at a disadvantage.
7. The College will also allow the use of a word processor in the case of a temporary injury or impairment, or late diagnosis of a disability or manifestation of an impairment relating to an existing disability, arising after the start of the course.

8. The College will **not allow** the allocation of a word processor simply where the candidate prefers to type rather than write or works faster on a keyboard or because the candidate uses a laptop at home.
9. The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate.
10. The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question
11. Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis

### **Arranging the use of the Word Processor**

12. The College will comply with the use of the word processor as outlined in the JCQ Instructions for Conducting Examinations document.
13. The College will ensure that:
  - any predictive text/spelling or grammar checks are disabled;
  - where a power supply is unavailable, the battery is charged to last the entirety of the assessment;
  - candidates are assisted to ensure their document is setup so that the centre number, candidate number, unit/component code appear on each page as a header and footer, each page is numbered;
  - candidates are reminded to save their work at intervals;
  - candidates are asked to use a minimum of 12pt font and double spacing is used in order to assist examiners when marking;
  - any portable storage medium used is supplied by the centre and cleared of previously stored data; and
  - any candidates using a word processor are placed in such a way in the examination room that their screen cannot be read by another candidate, or if this is not feasible, arrangements will be made for a separate room with another invigilator.
14. On completion of the exam, the College will:
  - ensure the facility to print the completed script is available;
  - once printed, the candidate will be shown their script to sign and verify it is theirs;
  - attach the completed script to any answer booklet which contains some answers; and
  - complete a Form 4 (a word processor cover sheet) and include with the candidate's script.