Torquay Girls' Grammar School
Word Processor Policy

Policy Information	
Policy Owner	Ruth Stacey
Issue Version	
Approving Committee	SLT
Adopted Date	
Review Cycle	
Last Review Date	November 2024
Next Review Date	November 2025

*Appendix 1 Version Control Amendments Table

TGGS will follow JCQ guidelines for the use of word processing in exams

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

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

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive.

➢ A learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly.

➢ A medical condition.

➢ A physical disability

➢ A sensory impairment

➢ Planning and organization problems when writing by hand

➢ Poor handwriting

A word processor will be provided with the spelling and grammar checkers and predictive text facility switched off. Wordpad is the software installed on word processors used for examination purposes. Word processors will be in good working order at the time of the examination.

Candidates may use their answer booklet in addition to the word processor if they wish to do so.

Only authorised memory sticks provided by the centre may be used, if appropriate.

12pt font and double spacing should be used to assist examiners when marking and candidates must save their work at regular intervals.

Printing must be carried out after the examination is over, and the candidate must be present to verify that the work printed is their own.

Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

A JCQ word processor cover sheet must be completed and attached to the candidate's script where the Exam Board requires this.