



#equippedforlife

The  
Westgate School

# **Word Processor Policy (Examinations)**

**Reviewed: September 2026**

**Date for Review: September 2027**

As per the JCQ regulations this document confirms the criteria used to award and allocate word processors for examinations for the 1<sup>st</sup> September to 31<sup>st</sup> August examination series.

Students will be allocated a word processor to use in their examinations for the following reasons.

- An injury to their writing hand that results in them being unable to complete the examination independently. This access arrangement is only provided if we have evidence from a medical specialist to confirm the nature of the injury.
- A laptop may be awarded if the candidate has illegible handwriting, as identified by their class teachers. This access arrangement is only provided if the use of a laptop is the candidate's normal way of working and there is evidence that without the use of a laptop the candidates' handwriting would be illegible and this could affect the candidates' marks in the examination.
- A laptop may be awarded if the student is assessed as having dyslexia or another disability by professionals qualified to provide a diagnosis. In these circumstances a laptop will only be awarded if its use is identified in the specialist report, and it is the candidate's normal way of working.
- A laptop may be awarded if the candidate is assessed as having slow or illegible handwriting as part of the access arrangements testing, and where the candidate expresses a preference to using a laptop as opposed to a scribe in their written examinations.

Where possible we ensure that the use of a laptop is the candidates' normal way of working and they are provided with opportunities to use a laptop in lessons and during assessments prior to the examinations. In some circumstances, such as an unexpected injury, this may not be possible.

Finally, laptops can be awarded, at the discretion of the SENDCo and Headteacher, to support a student to meet their potential if it is determined that without the use of a laptop a candidate may be unfairly disadvantaged in their GCSE examinations.