



**KINGSDOWN
SCHOOL**

Word Processor in Exams Policy

Last reviewed on:	Feb 2026
Next review due by:	Feb 2027

Kingsdown School values good handwriting and imposes high standards on presentation of work, and expects that most students will hand write in exams. It has however made a conscious policy and strategic decision to introduce Word Processors as a normal way of accessing and recording work in class across the whole school. Every student therefore uses a Word Processor in their every day education alongside the written word.

However, there are exceptional circumstances, as identified by the school, where students may benefit from the help in using a Word Processor in exams and in these cases the school will allow use of a Word Processor for note-making in class, for homework, and for internal and public examinations.

The School will allow students to use Word Processors in exams when they meet one or more of the following criteria:-

- The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD) that has a limiting impact or impedes their ability to process or disseminate information.
- The student has a physical difficulty/medical condition (such as hypermobility);
- The student has very poor handwriting skills and would lose marks due to the examiner finding his/her answers otherwise illegible (approved by the SenDCo).

All students considered eligible for using a Word Processor for Desktop Computer for their exam must be formally assessed by the qualified SENDCo and have been approved by the relevant examining awards body prior to the exam taking place. Any teacher who has concerns about a candidate's ability to hand write assessments should refer them to the SENDCo for a formal assessment.

Students permitted to use Word Processors in public exams (ie GCSEs) must have been using a Word Processor as their normal way of working for classwork, home learning, and assessments. Under normal conditions a Word Processor would only be considered in certain subjects. These include (but are not restricted to) English Language, English Literature, History, Geography, Religious Studies, Classics, Health and Social Care, Business Studies, Sports Studies.

Subjects such as Mathematics, Science, Design Technology inc (Resistant Materials, Textiles or Food Technology), Art, Music, Dance, I-Media, Computer Science, ICT would not normally be expected to require the support of a Word Processor. Exceptions to this must be approved by the Qualified Assessing Leader (SENDCo) and authorised through the relevant examination body in advance of the exam taking place.

A student may also use a Word Processor on a temporary basis as a consequence of a temporary injury.

No student may be assessed as authorised to use a Word Processor purely on the grounds that it enhances their own performance to a level that could be considered an advantage over other students in the same exam.

Students who have permission to use a Word Processor in class will have such equipment provided for them for use in school and the school will provide Word Processors for use in internal exams and public exams.

Students using a Word Processor/Desktop during exams will be issued with unique specific Exam logons and will use “restricted access Google Docs” with spell check and grammar corrections systems disabled to type their answers.

Kingsdown School subscribes to the Trust Approved Trelson software package that facilitates secured access to the word processor that is used during the exams for the majority of the affected students. We also use Word Notepad and a physical pendrive system of recording the typed work for those individuals that find it easier to manage. Both systems and approaches ensure secure and risk free use of the laptop within the exam environment.

Any student found to be using any unauthorised program or system may be liable to be removed from the exam and no grade or exam paper entered.

At the conclusion of each exam the lead invigilator will then ask the students to “hand in” their exam work through the restricted intranet system. This work is then only accessible by the school's Exams Officer and their designated person who will print the relevant work and attach it to the official exams paper before dispatching to the exam board for processing.

Each of the individual's completed work will be complete with the candidate's details and the examination's code and title in order to maintain its unique identity.

Signed

E Leigh-Bennett
Headteacher

Date:

Signed

Luke Walduck
Chair of Governors

Date: