



NOTRE DAME HIGH SCHOOL

Criteria for the use of Word Processors in Examinations and Non-Examined Assessments (NEA)

THE SCHOOL MISSION STATEMENT

We are a Catholic High School where every person is a valued member of our community, invited to follow Christ's call to a life of Hope, Joy, Love, and Forgiveness.

We are committed to fostering high expectations and developing the full potential of each individual so that they may become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world.

I have come so that they can have life and have it to the full
(John 10:10)



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Clerk to the Governors on 01603 611431 and we will do our best to help.

JCQ states that the use of a word processor 'must reflect the candidate's **normal way of working** within the centre, with the only exception to this being on a temporary basis as a consequence of an injury. The spelling and grammar check facility / predictive text is disabled (switched off). For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand. ' P51 JCQ 5.8.1

At Notre Dame High School, we adhere to these requirements stated in the *JCQ Access Arrangements and Reasonable Adjustments (2020-21)*. Both the SENDco and the exams office Manager attend the AA updates each year either in person, or virtually: Sept.22nd DOS – Philippa Baillie.

A laptop provision will not automatically be granted because the student wishes to use one or because they can work faster or uses one at home. The following candidates would adhere to the benefits of using a laptop:

- A candidate who has a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly. At Notre Dame this would be through staff feed-back, handwriting or specific equipment intervention, or a case where the illegibility of a student impedes the reader to decipher what they have written.
- A candidate who has a medical condition - we have students with a wide range of conditions which impact on their legibility and speed of handwriting. All medical evidence is provided on file.
- A candidate with a physical disability - hands cannot grip / manage a writing implement without discomfort or impacts legibility to the point that it cannot be deciphered. All physical needs are provided by evidence on file. *This also includes a temporary provision for a student who has suffered an injury or accident and requires one for short -term use. 5.8.4 p.51*
- A candidate with a sensory impairment - we work with VSSS and east Coast Speech and Language who complete regular in school assessments and provide us with up to date reports and recommendations on the best ways to support our visual and hearing-impaired students.
- A candidate who experiences planning or organisational problems when writing by hand.
- A candidate with consistently poor handwriting that has not responded to intervention or alternative equipment e.g. an ergonomic pen, handwriting practise, pen grip etc.
- A candidate who has an ATT (Access Through Technology) application which has to have an NHS referral from a professional such as an occupational therapist or ADHD nurse etc. to support the fact that the pupil would be at a disadvantage.
- A candidate with Social, Emotional and / or Mental Health issues which impact on thought process, anxiety or focus during examinations and day-t -day lessons. Specialist evidence provided on file.

'It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.' 5.8.3 JCQ

At Notre Dame High School, we would never wish to disadvantage any student, so all care is taken to liaise between teaching staff, the exams office and the SENDCo to ensure that pupils, parents and all concerned understand the criteria we use to ascertain laptop usage in examinations.

For further information or clarification on regulations, we use the JCQ 'ICE' booklet: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

September 2020 (to be reviewed annually)

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Thomas Pinnington, Head of School

