



## WORD PROCESSOR IN EXAMINATIONS POLICY

ORIGINATOR: Alice Price  
SLT LINK: Alexandra Emmerson

November 2025

Most students will be expected to write in their exams. A word processor cannot be granted to a student because they prefer to type rather than to write, or can work faster on a keyboard, or because they use a laptop at home.

However, there are particular cases, as identified by the College, where students may benefit from using a word processor in their exams. The College will allow the use of a word processor for use in exams if a student has:

- A specific learning difficulty which has a substantial and long-term adverse effect that prevents them from completing handwritten work that reflects their ability.
- A physical difficulty/medical condition such (such as hypermobility).
- Very poor handwriting and would lose marks due to the examiner finding their answers illegible.
- Planning and organisational problems.

The use of a word processor in exams must reflect the student's normal way of working; to use a word processor in an exam the student needs to have been using it for normal classwork, homework and internal assessments. The College's SENCO must approve students working with a word processor in exams. If a student is using a word processor spell check enabled they will have been assessed and qualify for a scribe as approved by the SENCO.

A student may also use a word processor on a temporary basis as a consequence of a temporary injury.

This policy on the use of word processors in examinations and assessments is reviewed annually, and if needed updated using on the updated JCQ regulations and guidance detailed here: [access arrangements](#) and [instructions for conducting examinations](#).