Enfield County School for Girls

Statement For The Use Of A Word Processor During Exams

Respect, Responsibility, Co-operation, Equality and Generosity

September 2026

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Academic cycle: 2026-27

Enfield County School for Girls values good handwriting and imposes high standards on presentation of work, and expects that most students will handwrite in exams. However, there are exceptional circumstances, as identified by the school, where students may benefit from using a word processor and in these cases the College will allow use of a word processor for note-making in class, for home learning, and for internal and public examinations.

Students with access to word processors in exams are allowed to do so in order that barriers to assessment are removed for disabled candidates, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The school will allow students to use word processors in exams when they meet at least one of the following criteria:

- The student has a specific learning difficulty/disability (such as dyslexia, dyspraxia, ASD) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;
- The student has a physical difficulty/medical condition such (such as hypermobility/juvenile arthritis) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;
- The student has a sensory impairment (such as vision or hearing impairment) and the use of a word processor is both appropriate to their needs and reflects their normal way of working;
- The student has very poor handwriting and would lose marks due to the examiner finding his/her answers illegible;
- The student's quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand.

This use of a word processor also extends to the use of electronic braillers and tablets. Students permitted to use word processors in public exams (ie GCSEs, BTEC, A Levels) **must have been using a word processor as their normal way of working for classes, home learning, internal tests and internal exams**.

It is not school policy to provide a word processor for a student solely on the basis that they prefer to type or that they can work faster on a keyboard because they use a laptop at home. A student may also use a word processor on a temporary basis as a consequence of a temporary injury.

Enfield County School for Girls will provide word processors with spelling and grammar checkers and predictive text facility removed for use in internal exams and public exams. These word processors will not have access to the internet.

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The use of a word processor is considered and agreed where appropriate at the start of the course. Students are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

The need for the use of a word processor is considered on a subject by subject basis. Students who have permission to use a word processor in exams do not have to use it in all exams, e.g. they may opt to use it in subjects with extended writing demands only. The provision will be agreed with the Exams Team during mock/PPE exams.

Students may use their answer booklet in addition to the word processor if they wish to do so. For example, a student may type certain questions and handwrite shorter answers.

The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

Where possible students using word processors in external exams are internally accommodated together in a smaller room within the school.