

CAEDMON COLLEGE WHITBY – WORD PROCESSOR STATEMENT

The following statement details the eligibility required for our Students to use Word Processor/Laptop/Chromebooks in Exams/Assessments

This facility can be awarded to students in two ways:

1. SEN Assessment - when a student has been identified as having a difficulty/disability within the meaning of the Disability Act 2010:
 - the student will be formally assessed by an external Specialist Assessor and an application made (if applicable) to JCQ to apply for the arrangements that have been identified from this assessment
 - the arrangement will be monitored by the SEN department and will be withdrawn if the student decides not to access the facility regularly
 - SEN office to inform Exams Office of eligible student no later than Year 10
 - CCW SLT will ensure that JCQ guidelines are followed when awarding this facility
 - CCW SLT will ensure that the criteria is met by all students allocated this facility
2. Centre Delegated - Heads of Department will identify possible students through assessment and will provide evidence to SLT to decide if the arrangement can be awarded:
 - students must be referred by a member of staff at the start of the course, applications after this will not be accepted
 - through in class assessment the teacher has identified that the student using a device overcomes barriers to their learning such as difficulty in holding a pen, handwriting issues and helping to organise their ideas on a page
 - the assessment by the teacher will be based on a comparison of using a device compared to handwritten work, professional judgement and through discussion with the student
 - SLT to assess the referral and the allocation will be on a subject specific basis only – it will not be for every subject the student is taking
 - SLT to inform Exams Office of eligible students no later than Year 10
 - once agreed, this must then be the student's 'normal way of working' * within centre. This means that the student makes use of the device on a regular basis in the identified subject
 - this usage will continue to be reviewed throughout the student's course and will be withdrawn if the student decides not to access the facility regularly
 - even if this facility is used regularly by a student, it does not mean that they will automatically be able to access this in their external exams
 - CCW SLT will ensure that JCQ guidelines are followed when awarding this facility

CCW SLT will ensure that the criteria is met by all students allocated this facility