



ST ALBANS
SCHOOL

POLICY FOR THE USE OF COMPUTERS IN EXTERNAL EXAMINATIONS

Candidates may only use a word processor in external examinations if it is their normal way of working in school. No pupil is allowed to use a word processor in school and establish it as their normal way of working without prior written consent from the Learning Support Coordinator.

If a parent has a concern about the legibility and/or speed of their son/daughter's handwriting, they should ask his/her tutor to refer him/her to the Learning Support Coordinator. She will undertake a formal handwriting assessment and discuss concerns with subject teachers before deciding whether or not to give permission to word process.

Permission will not be granted because a candidate prefers to type, because he/she can work faster on a keyboard, or because he/she uses a laptop at home. It will only be granted if assessment and consultation show that it is appropriate to his or her needs, or if there is written evidence of need from a health care professional.

It should also be noted that these regulations do not apply to controlled assessments. Pupils are permitted to word process in controlled assessments with permission from their subject teacher. Word processing in controlled assessments does not establish normal way of working.