KIMBERLEY SCHOOL

WORD PROCESSOR STATEMENT 2018-19

A word processor cannot be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

Kimberley School only allocate the use of a word processor to a candidate where the spelling and grammar check facility/predictive text will be disabled (switched off) to a candidate where it is their normal way of working within our school. Unless for medical reasons (and reflects the students' normal way of working) spell check will be allowed.

The following list indicates the particular types of candidates which Kimberley School considers would benefit from using a world processor:

- a learning difficulty which has a substantial and long term adverse effect on the ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisation problems when writing by hand
  poor handwriting

  (list is not exhaustive)

WordPad is the software installed on word processors used for examination purposes.

 Word processors will be in good working order at the time of the examination.

Candidates may use their answer booklet in addition to the word processor if they wish to do so.

Candidates are advised to save their work at least every 10 minutes, type in size 12 font and to use double spacing.

Printing will be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own.

Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

Form 4 JCQ /WP word processor cover sheet will be completed and attached to the candidate's script to verify where (and if) any questions have been answered in the answer booklet.