



Rivers Education Support Centre

KS4 Centre, Old Essex Road, Hoddesdon, Herts, EN11 0AA

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Criteria for Word Processor Use During Exams at Rivers ESC.

Candidates at Rivers ESC have to meet the following criteria in order to use a word processor during an official exam:

- A candidate who cannot write legibly because they have a SPLD and using a word processor is their normal way of working in class as the teachers cannot read their writing.
- A candidate who does not have a learning difficulty but is a “messy” writer and their work is hard to decipher, may have the use of a word processor during exams if this is their normal way of working in class.
- A candidate who is assessed by a Qualified Assessor (Level 7 qualification) and evidence from the assessments demonstrate the candidate requires the use of a word processor. Again, this would also be the candidate’s normal way of working in class.
- Candidates are only allowed to use the spelling and grammar check facility if they have been assessed by a Qualified Assessor who has evidence that they require this support. If using a word processor is still their normal way of working, then they can do so but with the spelling and grammar disabled. The regulations set out in the JCQ “ICE” booklet are followed.
- If a candidate has been assessed and has below average free writing speed when handwriting they can use a word processor if it is their normal way of working. Spelling and grammar facility would be disabled unless the Assessor has assessed the candidate requires it.



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