

The criteria used to award and allocate word processors for use in examinations at Ormiston Bushfield Academy is:

- A candidate has a disability which results in hand writing being painful, difficult and below the average writing speed. The use of a word processor is his/her normal way of working within the centre. Written work can be produced effectively and at a speed equivalent to an average handwriting rate. The use of a word processor with the spelling and grammar check disabled is granted for candidates who do not meet the published criteria for a scribe. Candidates who are entitled to a scribe are granted the use of a word processor with the spelling and grammar check enabled where the paper allows. (For example, when a paper is testing proof reading skills the spelling and grammar check must be disabled).
- A candidate's hand writing has been identified by teaching staff as being difficult to decipher. The use of a word processor is granted as this reflects the candidate's normal way of working within the centre.
- A candidate who has significant learning difficulties has quite legible writing. However, the candidate makes many omissions and cannot order his/her ideas correctly. The written scripts are legible but covered in crossings-out and omission marks. The use of a word processor is granted as this allows him/her to correct text, sequence his/her answers and reflects his/her normal way of working within the centre.
- Blind or visually impaired candidates may be granted the use of a word processor to support the use of a screen reader and the use of predictive text. The spelling and grammar check may be enabled where the candidate meets the published criteria and an approved application is in place.

Signed: \_\_\_\_\_

Position held within the Centre: \_\_\_\_\_

Date: \_\_\_\_\_