



Watford Grammar School for Boys  
Word Processor Criteria  
2018/2019

<b>Reviewed by:</b> Rachel Dunsby, Examinations Officer	
<b>Approved by:</b> SLT	
<b>Date of next review</b>	September 2019

1. Teaching staff to refer boys with writing difficulties to Learning Support as soon as possible (Year 7 onwards) for support and assessment.
2. A word processor can be used for school work and exams if one or more of following apply:
  - Specific Learning Difficulty diagnostic report/Learning Support assessment, particularly relating to fine motor skills or dyslexia/dyspraxia based difficulty in organising essays, presenting legibly etc
  - medical report e.g. Occupational Therapist or Physiotherapist report. Note: a GP letter on its own will not suffice.
  - history of difficulty from Year 7 onwards, or compelling evidence of declining legibility in later years
  - very slow writing speed (below 40% of average speed on Allcock/PATOSS test or below average standardised score <ss85 in DASH or Lucid Exact)
  - high illegibility indicated in DASH or free writing
  - reports from staff confirming difficulty interpreting the script

**and in addition to one or more of the above**

  - good keyboard skills/willingness to develop this as normal way of working.
3. If extra time is an approved access arrangement and a word processor is used, consideration must be given to the extra time need.
4. A word processor can be used for temporary injury (broken bones etc). Medical evidence is required.
5. The use of a word processor in public exams will be governed by the *JCQ Regulations for Access Arrangements* and the *JCQ Instructions for the Conduct of Exams*.