

## Appendix

### Criteria used to award and allocate word processors for examinations

1. The pupil has been diagnosed with a medical condition or a physical disability which renders handwriting slow and/or illegible. A letter from a medical practitioner must be kept on file to confirm the pupil's need.

OR

2. The pupil has been diagnosed with a disability, such as autism, which in itself causes handwriting difficulties, such that the handwriting is slow or illegible

OR

3. The pupil has a specific learning disability, such as a working memory impairment, processing or dyslexia, which makes it difficult for her to get her thoughts onto paper easily, or organise her written work. Such a pupil would normally have an accompanying diagnostic assessment report or a standardised score of writing speed of 84 or below on the Detailed Speed of Handwriting Test

Pupils are required to purchase their own laptop. They need to store it safely during the day, ensure it is charged and ready for use, keep their documents in an allocated folder or USB stick, and print out their workbooks daily, for their teachers to view. Otherwise, they may email the work to their teacher for marking. Copies of printed work are kept on file as evidence of normal way of working.

Pupils are required to sign the laptop contact.

Bronwen Goulding

Headmistress