Group Chief Executive
Denise Brown HCIMA,DMS, MSocSc

Tel: 0345 52 12345
Email: learning@southessex.ac.uk
Web: www.southessex.ac.uk

QAA
UK Quality Assured

SOUTH ESSEX COLLEGES GROUP

Exam Access Arrangements:

Use of a word processor (spell check and grammar check disabled) in exams

Use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

The ALS team at South Essex College must be satisfied that the candidate has an impairment which has a substantial and long term adverse effect, giving rise to persistent and significant difficulties.

Candidates who may use a word processor are those with:

- A learning disability which has a substantial and long term adverse effect on their ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisational problems when writing by hand
- Poor or illegible handwriting
- Slow handwriting

Use of a word processor will be granted providing the candidate meets at least one of the above criteria. Evidence for this could include an example of the candidate's written work, a completed evidence form from a tutor or results from a test of speed in a free writing test.

Use of a word processor will be granted on a subject by subject basis. Use of a word processor may not be required for every subject taken by the candidate.

If the candidate never uses the word processor, ALS will consider withdrawing the exam arrange

Signed ..Jenny Hixon.....

Job Title : ALS Manager

Date ……24.09.26……..