 

# Marks for Spelling, Punctuation and Grammar (SPaG) in written exams

These notes are for students who are entitled to a Scribe and/or a Word Processor with Spellcheck enabled in written exams.

They contain important information about how your marks could be affected in certain papers. You are advised to read them carefully, to share their contents with your parents and, if necessary, to seek advice from subject teachers and/or staff in Learning Support.

You may be aware in some subjects (e.g. GCSE English Language, English Literature, Geography, History and R.E, and GCSE and GCE Modern Foreign Languages) that marks are allocated in certain questions for SPaG. It will always say on the paper which questions are involved.

**It is particularly important to understand that SpaG in the GCSE English Language and/or English Literature specifications which you are studying can be worth up to 20% of the total marks.**

You can find more information by consulting the specification for the subject concerned on the relevant exam board website, or by talking to your subject teacher.

This has implications for you if you use a Scribe or Spellcheck enabled Word Processor, and I have set these out for you overleaf.

You can also speak to us in the Exams Office if you have any further questions.

* If you are using a human scribe in a subject where marks are awarded for spelling, punctuation and grammar, you will not be able to receive any of the marks available for spelling or grammar. To receive the marks for punctuation you will need to dictate every item of punctuation to your scribe. The invigilator will make a note on the exam cover sheet to enable the exam board to allot marks correctly. Please note that if you do a Modern Foreign Language we would not expect you to use a scribe as you would have to spell every word out loud, which is clearly not practicable, even with extra time.
* If you use a word processor with spellcheck enabled you will not be able to receive any of the marks available for spelling or grammar. You will however be able to receive the marks for punctuation. The invigilator will make a note on the exam cover sheet to enable the exam board to allot marks correctly. If you wish to receive marks for spelling and grammar it is your responsibility to inform the invigilator before the exam starts that you wish to use a word processor without spellcheck.