

Hartismere School



Use of Laptops in Examinations Policy

Policy No 15

Hartismere School

Use of Laptops in Examinations Policy February 2023

1. As an Examination Centre, Hartismere School is allowed to provide a word processor to any candidate where this is their normal way of working in a classroom.
2. The use of a laptop must reflect the student's normal way of working in the school. They should be proficient in using a laptop and their typing should be efficient and accurate. Evidence of such use during the pupil's time at Hartismere will be gathered as part of the assessment concerning eligibility and will include a history of using a computer in internal tests and assessments. A factor of this evaluation may be the quality of the language produced in tests and examinations, which should show significant improvement as a result of using the laptop. Typing speeds will also be taken into account when considering entitlement.
3. The use of a word processor will be considered only when a need is exhibited, the use has been recommended by the SENCO and the Examinations Officer and appropriate training has been provided where necessary.
4. Word processors will not be provided to candidates simply because they use laptops at home, in sixth form lessons, can complete work faster using a keyboard, or because it is their preferred method of working.
5. The word processor provided for examination purposes will have the spelling and grammar check facility /predictive text, thesaurus, access to the internet and calculator function disabled, unless a previous application for a scribe has been approved. Candidates should be aware of this arrangement when they use a laptop within school and practise regularly without the benefit of the tools listed above.
6. It may be preferable for a candidate to write by hand (or use a scribe where relevant access arrangements have been agreed) for examinations which do not require significant amounts of writing or require calculations, rather than to swap between a laptop and paper.

7. The types of pupils for whom a word processor may be considered are those with:
 - a. a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
 - b. certain medical conditions
 - c. some types of physical disabilities
 - d. a sensory impairment
 - e. problems relating to planning and organisation when writing by hand which lead to sequencing problems on examinations papers
 - f. illegible handwriting
 - g. a significantly slower writing speed for their age where the access arrangement of extra time would not compensate
 - h. a severe emotional or psychological impairment.
8. A decision regarding the use of a laptop in examinations may not be confirmed until any requested medical evidence has been produced.
9. There may be unexpected circumstances which require a laptop to be provided on a one-off basis as a consequence of a temporary injury. This will be allowed once appropriate medical evidence has been produced.
10. Those pupils granted permission to use a laptop will be seated in the usual examination room. No special arrangements will be provided unless this has been agreed prior to the examination. If the laptop fails during an examination, students should inform an invigilator who will make arrangements to provide a replacement. The examination will be stopped and restarted once the problem has been resolved.
11. The school will take responsibility for providing memory sticks and printing completed work once the examination has finished.
12. This policy has been introduced in accordance with the rules and regulations of the Joint Council for Qualifications to provide students with an equal opportunity in examinations irrespective of any special need. Students should contact the SENCO in the first instance when considering the use of a word processor in examinations.