



# GEORGE ABBOT SCHOOL

<b>Policy Title:</b>	<b>Use of Word Processors in Examinations</b>	
<b>Author:</b>	<b>SENCo</b>	
<b>Date of most recent review:</b>	<b>October 2021</b>	
<b>Date of next review:</b>	<b>October 2022</b>	
<b>School Mission Statement:</b>	Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.	

The SENCo identifies and approves those students who need to use a computer/laptop in school in accordance with Joint Council for Qualifications (JCQ) regulations.

Examples of when a computer/laptop maybe granted are:

- A student who has a specific learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- A student who has a medical condition
- A student with a physical disability
- A student with a sensory impairment
- A student with poor or slow handwriting

Evidence needs to be provided in the form of handwriting samples and/or assessments confirming the reason for the use of a computer/laptop. This then becomes the student's normal way of working in class, for home and for assessments and only then may be granted for examination purposes.

Students are permitted to use a computer/laptop in their written exams when the use of the computer/laptop has been used regularly in their classes and for tests and assessments over an extended period of time. Evidence of regular use is required in the form of examples of work completed on a computer/laptop in lessons, tests or assessments. These may be kept electronically in a student's Exam Access Arrangement (EAA) file and are available for JCQ inspection purposes.

Computer/laptops are never used in exams simply because a student prefers to type their own answers.

Students must either have a laptop issued to them through the SEN department or have permission to bring a personal laptop from home (ensuring that it is covered by the family's home insurance policy) for their normal way of working.

For exam purposes students may only complete their exams on school provided computers/laptops and not their own personal equipment. It is essential that when students use computers/laptops when sitting their exams, that it is done so in accordance with the regulations as set out by JCQ.

Whilst spell-check and grammar tools are often used in lessons, students who use a computer/laptop for internal tests/assessments and exams will not be permitted to use these tools under JCQ regulations, unless of course, this has been granted as an approved access arrangement in advance.

#### Exam Accounts:

- Students will be issued with an exam login and password which will only be activated for the exam itself
- the exam login will have no access to internet unless the exam is an on-screen examination
- Students will be expected, when using computers/laptops, to use WordPad in all their public examinations, unless exemption has been granted as an approved access arrangement or where the examination requires the student to use Word
- Students are to: save their work regularly; ensure their work is in double line spacing; print out two copies of their answers; ensure their name, date and exam paper details are added to the top of each sheet; and sign the back of each page.

The first copy will be put with the question paper/answer booklet for submission to the Exam Board for marking. The second copy of their work will go in an envelope and the student will sign on the seal of this ensuring that their name, exam paper details and date are added to the front of the envelope.

Students who use computers/laptops must ensure they complete the candidate details on the front of their question paper/answer booklet when instructed to do so.

Students should understand that if they do not wish to use a computer/laptop to complete all their exam questions, they do not need to do so. For example, they may prefer to handwrite the short answers, as permitted by JCQ.

Students with temporary injuries, such as a broken arm/wrist, may also benefit from using a computer/laptop instead of writing and must adhere to the above guidelines.

The Examinations Manager ensures that computers/laptops are appropriately set up for exam purposes and ensures that the relevant procedures are followed before and after the exam. This includes the printing of students' exam work.