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Community Sports College

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Policy for Laptop/Word Processor/Tablet use during Examinations

The following guidance is taken from JCQ Access Arrangements and Reasonable Adjustments 2021/2022:

“A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the candidate’s normal way of working within the centre.

The policy at Handsworth Grange Community Sports College for use of the above equipment during examinations therefore is as follows:

- ✓ Usage of Laptop/Word Processor/Tablet during examinations must be a proven, evidenced normal way of working in school, to be allowed and must be approved by SENDCo, who will also consider whether the usage of the Laptop/Word Processor/Tablet is appropriate for all examinations or if another arrangement may be more beneficial

Students who just want to use them or because they use them at home will not be allowed usage, as this is not a proven and evidenced normal way of working in school.

Emergency provision because of broken bones will be given. Other circumstances will be treated as individual cases, with advice taken from awarding bodies and JCQ.

Types of candidates which the centre considers would benefit from the use of a word processor are candidates with:

- a learning difficulty 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 handwriting

This list is not exhaustive.

Students are then allocated a laptop for exam use when eligibility and the normal way of working in lessons has been authorised and confirmed by SENDCo, with evidence to support.

Mr N Parker
Headteacher

Reviewed: February 2022

To be reviewed: As needed and to comply with regulations

