

Policy for Laptop/Word Processor/Tablet use during Examinations

“Students at HGSC are assessed by the SENCo as to the eligibility to use a Laptop using the guidelines below:

Candidates who may benefit from the use of a word processor have:

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

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 SENCo”

Mr N Parker
Headteacher

The policy at Handsworth Grange Community Sports College for use of the above equipment during examinations 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.

The following guidance is taken from JCQ Access Arrangements and Reasonable Adjustments 2017/2018:

“For example, the quality of language significantly improves as a result of using a work processor due to problems with planning and organisation when writing by hand.”

- × 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.

The following guidance is taken from JCQ Access Arrangements and Reasonable Adjustments 2017/2018:

“Principally that a word processor cannot simply be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop.”

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.