



**ASHFIELD
SCHOOL**

USE OF LAPTOPS IN EXAMS POLICY 2021-22

Date of issue: 01/08/2021



Laptops may be used in exams at Ashfield School by students who satisfy all of the following criteria:

Ashfield follows the explicit and detailed guidelines of JCO, the exam regulators for GCSE and A-level exams, and in particular the advice section grounded in the 2010 Disability Act.

Schools should only allow the use of word-processing due to slow processing speeds, when a student has been diagnosed in accordance with the SEN Policy with a specific learning difficulty or medical condition/sensory impairment that impacts on the student's ability to handwrite/ organise work at speed.

For example -

- 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 that it would "threaten the student's attempts to demonstrate their full knowledge in formal assessment."

This does not include word-processing for students who simply have a below average reading or writing speeds. The JCO also stipulates that students should only be allowed to use a word processor, if the student has used this as their normal way of working for the last 12 months.

The following steps are required to use a laptop:

1. S/he is on the learning support register and has a report from a person holding a JCO-approved qualification who is authorised by the school to make such a report, recommending the use of laptop.
2. That the laptop is their '**usual means of communication**'.
3. Students may **not** use their own laptop for public examinations but must use the school computers to satisfy exam board requirements - grammar check and predictive text disabled.

Next review October 2022

