




Name of Policy	Use of Laptops in Examinations Policy
School Lead	Jon Stevenson
Governor Lead	Full Governing Body
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Links to other policies	Examinations Policy Equalities and Disabilities Policy
Head teacher sign off signature and date	Steve Barnes  October 2023

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1 Purpose

1.1 At The Pilgrim School, we recognise that for some candidates with specific learning difficulties or disabilities, a laptop, ReMarkable (or other word processing device) may be the most appropriate method of organising and presenting their work.

1.2 We want to ensure that, in these situations, the relevant arrangements are being made and students practice under exam conditions prior to their formal examination.

2 Principles guiding this policy

2.1 A member of the centre's Senior Leadership Team will produce a statement for inspection purposes which details the criteria the Centre uses to award and allocate word processors for examinations. (See paras 2.2, 2.3, 2.4)

2.2 The use of IT in an exam needs to reflect a candidate's normal way of working at The Pilgrim School and must be appropriate to the candidate's needs. The candidate must be proficient in the use of IT. A device cannot be granted to a candidate solely because he/she prefers to type rather than write or can work faster via a keyboard.

2.3 Candidates who might benefit from such an arrangement can, for example, include those with

- a learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly;
- a medical condition;
- a physical disability;
- a sensory impairment;
- illegible handwriting;
- planning and organisational problems when writing by hand.

2.4 The use of IT will be considered when

- a need has been established;
- its use is recommended by the SENCO; and
- appropriate training has been undertaken.

2.5 The SENCO will need to be satisfied that

- a candidate's typing is efficient, accurate and of sufficient speed to be able to cope with the exam;
- a candidate has used a device as his or her routine way of working in the subject area; and
- a candidate has had sufficient practice in the use of IT under exam conditions (e.g. using relevant templates, setting up the document etc).

2.6 Where the above requirements are not met, the use of IT will not be recommended.

2.7 In exams without a significant amount of writing or consisting of more simplistic answers which may be easier to handwrite, avoiding the need to switch between answer paper and device may be preferable for the candidate.

3 Procedures

3.1 Students may be identified by any member of teaching or support staff. The SENCO will then be informed, and processes put in place to test the suitability of use of IT in an exam.

3.2 Students can also contact the SENCO directly, or through their Academic Lead or Pastoral Support Worker.

3.3 The SENCO will then liaise with the relevant curriculum area to ensure that the normal way of working in class and during mock exams reflects their recommendations.

3.4 The SENCO will then confirm the use of IT with the Exams Officer.

3.5 During mock exams, the way in which IT is used must consider the relevant exam regulations (see section 4 below).

3.6 The SENCO will periodically review the agreed arrangements and make adjustments as and when necessary.

3.7 Students using IT might have to sit their exams together with other students with a variety of access arrangements or with students for whom access arrangements do not apply.

4 Regulations for the use of a laptop/ReMarkable (or other word processing device)

4.1 As the Exams Officer might decide to arrange for separate accommodation for exam candidates using a laptop, numbers need to be confirmed at the earliest opportunity.

4.2 For exams taking place in the summer, requests for access arrangements should be with the SENCO/Exams Officer as soon as possible after the January Mock Exams.

4.3 The Pilgrim School will provide the relevant device on the day of the exam to ensure that only standard software is accessible.

4.4 Only the relevant software applications will be available; spell-check, grammar check and the thesaurus will not be available. It will not be connected to the intranet, internet or any other means of communication. Wifi access and Bluetooth will be turned off to prevent connection to any other devices.

4.5 For the production of text, only “Notepad” (or an equivalent) will be allowed.

4.6 At the end of the examination the candidate may be required to remain in the room while their work is printed off and to authenticate the relevant hard copy.

5 Limitations to the use of a laptop/ReMarkable (or other word processing device)

5.1 The use of a laptop might not be agreed in cases where, for example

- a particular exercise should not be done with computer assistance (maps, diagrams etc.)
- calculations, sketches, drawings or constructions are required without the assistance of computer functions, such as in Mathematics