



EXAMS POLICY USE OF LAPTOPS IN INTERNAL AND EXTERNAL EXAMINATIONS

Mount St Joseph Document Control Table

Document Title:	Exams Policy Use of Laptops in internal & external examinations	Author name / post:	Deputy Headteacher
Version Number:	1.0	Document Status:	Approved
Date Approved:	01.09.2017	Approved By:	SLT
Effective Date:	01 Sept 2024	Date of next review:	September 2025
Publication method:	Website	Date published	1 st Sept 2024
Superseded Version:			

Document History

Version	Date	Notes on Revisions
1.0	6 th April 2018	
1.0	1 st Sept 2019	Reviewed – no amendments recommended
1.0	1 st Sept 2020	Reviewed – no amendments recommended
1.0	1 st Sept 2021	Reviewed – no amendments recommended
	1 st Sept 2022	Reviewed- No amendments necessary
	1 st Sept 2023	Reviewed – no amendments necessary
	1 st Sept 2024	Reviewed- No amendments necessary

A Community of Learners, Believers, Friends

We believe that every child is uniquely created and loved by God and called by Him to fulfil a special purpose. It is our privilege to help each child to identify, nurture and use his/her talents to build a better world. To this end we will work in partnership with parents, parishes our community of schools and with the wider community.

1 School Internal Examinations

- 1.1 Students will only be permitted to use Laptops in School Internal Examinations:
- 1.2 If they have a professionally assessed Special Educational Need or Disability and where there is a formal recommendation for laptop use.
- 1.3 For students in Year 10 and above, where they use a laptop in lessons as their “normal way of working” (as defined in Paragraph 5 below).

2 External Examinations

- 2.1 Students will only be permitted to use Laptops in External Examinations:
 - 2.1.1 If they have a professionally assessed Special Educational Need or Disability and where there is a formal recommendation for laptop use.
 - 2.1.2 Where the use of a laptop is their normal way of working
 - 2.1.3 If they have a medical condition which necessitates the need for laptop
 - 2.1.4 If they have a physical disability which necessitates the need for a laptop.

3 School Examination Provision

- 3.1 The School will provide students with:
 - 3.1.1 “clean” laptops i.e. that they have no memory or internet access – and that the spell-checker is disabled. It is an examination board requirement that the laptops that are used for examinations are “clean”. Candidates are not permitted to use their own laptops in examinations.

3.1.2 Memory Sticks (as required by examination board regulations).

3.1.3 Printing facilities (as required by examination board regulations).

4 The Use of Laptops in Examinations for Students with a Special Educational Need or Disability

4.1 Applications from students with a Special Educational Need or Disability in the form of a recommendation from a professional assessor (as defined in 1.2 above).

4.2 Head of Learning Support (SENDSCO) to evaluate and liaise with subject teachers

4.3 Use of a word processor in examinations should be an extension of the student's normal method of working

4.4 It is the student's responsibility to ensure that they are familiar with any Laptop provided to him / her by the School for examination purposes

5 The Use of Laptops in Examinations for Students without a Specific Learning Difficulty Normal Way of Working"

5.1 JCQ/QCA regulations allow for students who do not have a Specific Learning Difficulty to use laptops in public examinations "where it is their normal way of working within the centre." Mount St Joseph Catholic School's" statement on the criteria used to award and allocate word processors for examinations can be found at below

5.2 "Centres are allowed to provide a word processor with the spelling and grammar check/predictive text disabled **to a candidate where it is their normal way of working within the centre**, unless an awarding body's specification says otherwise. This also includes electronic braille, an iPad or a pc tablet." *JCQ General and Vocational Qualifications, Instructions for conducting examinations Section 8.8 and CIE, Regulations for conducting exams p35.*

5.3 Schools must define what constitutes the "normal way of working within the centre".

5.4 Mount St Joseph Catholic School's defines "normal way of working within the centre" in the following way:

5.4.1 The candidate must have used a laptop for at least 15 months prior to the public examinations. They must have also used them in the internal/ mock examinations.

5.4.2 The candidate must use the laptop for at least 75% of their work in **class** in each subject to qualify for examination laptop use.