



Use of Laptops in Examinations Policy

The aim of this policy is to clarify Radnor House School's position with respect to the use of laptops, smart phones and other portable electronic devices in school and specifically in examinations.

Definitions:

- The term 'laptop' refers to Windows 10 or 11 devices only that will not fit into a blazer pocket.
- The term 'professionally assessed' refers to an assessment made by a fully qualified educational psychologist, an appropriately qualified psychologist or a specialist teacher holding a current SpLD Assessment Practising Certificate.

Use of Laptops and Portable Devices in Lessons

Pupils may use laptops and portable devices in lessons under the following conditions:

- pupils who have a professionally assessed Special Educational Need or Disability may use their own laptop in lessons, where there is a formal recommendation for laptop use and permission has been granted by the Head of Learning Support;
- pupils who have a professionally assessed Special Educational Need or Disability may only use other personal devices, for example a tablet PC, an iPad, etc., where an educational psychologist has requested functionality that a laptop is not able to provide;
- pupils in Year 9 and above may use their own laptop in lessons providing they have signed the Radnor House BYOD Policy and with the permission of the class teacher;
- pupils may use school-owned laptops and portable devices in lessons with the permission of the class teacher as their normal way of working;

The Head of Learning Support will apply names of the candidates using laptops to the laptop register which is accessible to all teaching staff. This is also shared with the Examinations Officer in advance of each exam season.

Recording of Lessons

Pupils must not record lessons, or any part of thereof, unless specifically instructed by their teacher to do so.

Use of Laptops in Examinations

Internal Examinations

Pupils are only permitted to use laptops in internal examinations:

- if they have a professionally assessed Special Educational Need or Disability and where there is a formal recommendation for laptop use, and it has been agreed with the Head of Learning Support.
- for pupils in Year 9 and above, where they use a laptop in lessons as their 'normal way of working' and they have applied to use a laptop in external examinations.

Internal Examination Provision

The school will endeavour to provide pupils eligible for laptop use with:

- 'clean' laptops, i.e. that they have no memory or internet access, and the spell-checker is disabled.

- in some circumstances, pupils may be required to use their own laptop, in which case pupils will be responsible for ensuring that Wi-Fi is switched off, the hard drive is cleared of lesson materials, and the spell check is disabled;
- memory sticks;
- printing facilities.

Entrance Examinations

Pupils will only be permitted to use laptops in entrance examinations where the use of a laptop is the candidate's normal way of working.

External Examinations

Pupils will only be permitted to use laptops in external examinations:

- if they have a professionally assessed Special Educational Need or Disability and where there is a formal recommendation for laptop use, and it has been agreed with the Head of Learning Support;
- where the use of a laptop is the candidate's normal way of working.

School External Examination Provision

The School will provide pupils eligible for laptop use with:

- 'clean' laptops, i.e. that have no memory or internet access, and with the spell-checker disabled, as required by the examination boards; candidates are not permitted to use their own laptops in examinations; where there is no professionally assessed Special Educational Need or Disability, the school reserves the right to pass on any costs of laptop hire to parents;
- memory sticks (as required by examination board regulations);
- printing facilities (as required by examination board regulations).

Liability Issues

Pupils and parents should understand that using a laptop in an examination is not without risk. The school will use reasonable endeavours to ensure the laptop is suitable for use by the pupil in an examination, is in good working order prior to any examination and is capable of operating by its own power source.

Unless found to be negligent, the school accepts no responsibility for any malfunction or failure of a laptop to operate properly during an examination.

Process for Use of Laptops in Examinations for Pupils with a Special Educational Need or Disability

Where a pupil has a Special Educational Need or Disability, the following process will be followed:

- applications are made for pupils with a Special Educational Need or Disability in the form of a recommendation from a professional assessor (as defined above);
- the Head of Learning Support evaluates the application and liaises with subject teachers;
- the use of a laptop in examinations should be an extension of the pupil's normal method of working;
- it is the pupil's responsibility to ensure that they are familiar with any laptop provided to him / her by the school for examination purposes.

Permission

Permission to use a laptop in lessons will be granted to a pupil with a diagnosed Learning Difficulty or condition, whose assessment shows that this would lessen or remove the effects of a substantial disadvantage. Exceptions may apply in the case of a personal injury. Permission to use a word processor in examinations will be granted within the framework and guidelines issued by the Joint Council for

Qualifications.

Cost

The school will bear the costs of providing 'clean' laptops for pupils in external exams.

Process for the Use of Laptops in External Examinations for Pupils without a Specific Learning 'Normal Way of Working'

JCQ regulations allow for pupils 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.'

Centres are allowed to provide a word processor (e.g. laptop, computer) with the spelling and grammar check/predictive text disabled to a candidate where it is their normal way of working within the centre and is appropriate to their needs, unless an awarding body's specification says otherwise. This also includes an electronic braille or a tablet.

Applications for Laptop Use

- Candidates must specify in which examinations they intend to use a word processor.
- Candidates must provide evidence of continuous laptop use for the specified period.
- Candidates may be asked to attend an IT training session to learn to use the exam word processors effectively.

Policy Availability:

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder in the reception area, and on request from the school office.

Monitoring and Review:

- This policy is subject to continuous monitoring, refinement and audit by the Principal.
- The Principal undertakes a formal annual review of this policy.

Signed



Darryl Wideman
Principal

September 2023