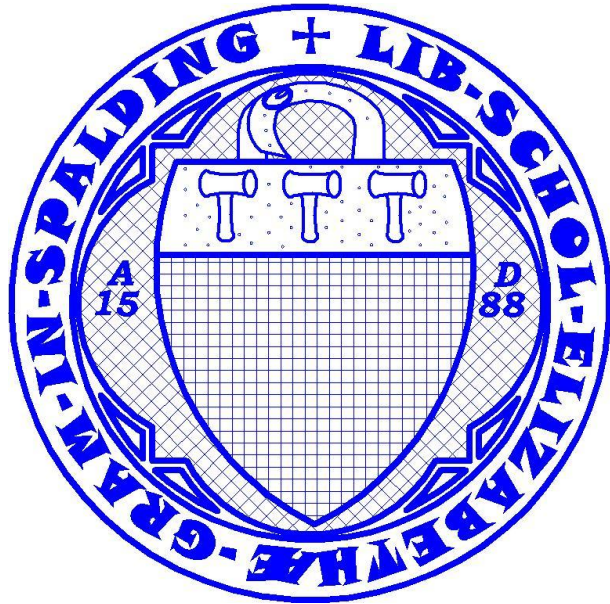


Spalding Grammar School



Laptop (Word Processor) Policy

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Key staff involved in the Policy

Role	Name(s)
Centre No:	26233
Head of Centre	Mrs M A Anderson
Assistant Headteacher - Exams	Mrs E Davison
Exams Officer	Mrs N Franklin
SENCo Access Arrangements Co-ordinator	Mrs A Johnson Mrs J Chiappino
Senior Leader(s)	Mrs M Anderson Mrs S Ingram Mr A Brooks Mrs E Davison Mrs A Harrison Wild Mr G Baker
IT Manager	Ark ICT

This policy is reviewed and updated annually on the publication of updated JCQ regulations.

References in this policy to **AA** and **ICE** relate to/are directly taken from the JCQ documents **Access Arrangements and Reasonable Adjustments** and **Instructions for Conducting Examinations 2025-26**.

Term '**the SENCO**' in the policy refers to the school Special Educational Needs Co-ordinator and/or the Access Arrangements Co-ordinator.

Rationale and Purpose

This policy outlines how Spalding Grammar School complies with AA, Chapter 4 (Managing the Needs of Candidates and Principles for centres), section 5.8 (Word Processor) and ICE, Section 2 14.20-14.27 Word processors (computers, laptops and tablets):

- with the provision, use and management of laptops (word processor) in lessons.
- when awarding and allocating a candidate the use of laptops (word processors) in assessments and formal exams (as a centre delegated concession).

The term 'word processor' is used to describe, for example, the use primarily of a laptop or in some instances a computer or tablet.

Our aim is to provide access to assistive technology as required to meet a pupil's specific needs, enhancing their learning and ensuring they can fully access the curriculum. Use of laptops is a centre delegated concession.

Provision of School Laptops

The SEND Department maintains a pool of laptops for pupils who require them, due to a specific need or disability. Laptops are issued in one of two ways, determined by the SENCo based on the pupil's individual needs and the School's assessment of risk regarding loss or damage.

Option 1: In-class delivery and collection

- For pupils requiring closer supervision. Laptops will be delivered by a member of the SEND team at the start of specific lessons (e.g., Periods 1, 3, and 5) and collected at the end of those lessons (e.g., Periods 2, 4, and 6).
- Purpose: This method ensures the equipment is secure and available for the pupil's use throughout the designated lesson time while minimising the risk of loss or damage.

Option 2: Daily loan

- For pupils deemed responsible for self-management. Pupils can collect their assigned laptop from the AN department office at the start of the School day (from 08:45) and must return it by the end of the School day (15:45).
- Responsibility: The pupil will be responsible for the laptop's security and care throughout the day.

Evidence of Pupil Work

To ensure work is properly documented for assessment and quality assurance, teachers will use one of the following methods for pupils using laptops:

- **Method 1: Hardcopy**

- Pupil responsibility: It is the pupil's responsibility to print their work. This should be done during non-lesson time (e.g. at home, before or after school, or during break times).
- Organisational needs: Printed work and completed handouts must be organised in a ringbinder or conventional exercise book as instructed by the teacher.
- Costs: The cost of printing is generally the family's responsibility. However, pupils who receive Pupil Premium funding can be supported by the School with printing costs.

- **Method 2: Electronic**

- Teacher responsibility: Teaching staff will establish a secure, controlled method for receiving and tracking electronic work. This may involve creating a restricted-access folder in Microsoft Teams or a designated file within their OneDrive.

Responsible Use and Management

- Consequences of misuse: The SENCo reserves the right to suspend or withdraw laptop usage from any pupil who misuses or damages a device.
- Record of use: To ensure appropriate use, a record will be maintained detailing which subjects require laptop usage for specific pupils. This will be agreed upon collaboratively by the pupil and the SENCo.
- Specific usage guidelines: Laptops are generally not used for recording work in mathematics, Physics or Chemistry lessons, as this is not considered best practice due to the use of symbols. An exception will be made if a specific need or disability is identified.

Exam Access Arrangements: Use of Word Processor (Laptop) in Exams

Use of Laptops in exams is one of the Exam Access Arrangements available to a centre and these are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment.

The normal way of working for exam candidates, as directed by the Head of Centre is that candidates handwrite their exams unless there are exceptions.

Exceptions include:

- Where the candidate has a firmly established need and using a laptop in lessons in school is a candidate's **normal way of working**.

- The candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.
- Where candidates have been identified and assessed by SENCo/Access Arrangements Co-ordinator that a pupil with conditions such as outlined below would benefit from the use of a word processor in lessons:
 - a learning difficulty leading to an adverse effect on their ability to write legibly.
 - a medical condition/physical disability which impacts on their ability to write legibly or for longer periods of time.
 - sensory impairment.
 - planning and organisational problems when writing by hand.
 - poor handwriting whereby the illegibility of which is such that the teaching staff are having difficulty deciphering the candidates handwriting in lessons and internal assessments.

This list is **not** exhaustive.

Normal way of working: For a laptop to be used in an exam, it must be part of the pupil's "normal way of working" in the classroom. The use of a laptop under this policy contributes towards the evidence needed to support a JCQ application.

Application process: An application for a laptop in exams, or any other access arrangement, is a separate formal process managed by the SENCo and school's exams office. Suitable evidence gathered over time is required to demonstrate a clear and persistent need for the use of a laptop (word processor) in school.

The SENCo will process access arrangements/reasonable adjustments at the start of the course, or as soon as is practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved (where required) before an examination or assessment (AA 4.2.4)

Consultation: Parents and pupils should be aware that being provided with a school laptop for classroom use does not automatically guarantee the use of a laptop (word processor) during external exams. Eligibility is subject to JCQ regulations, and the SENCo will be available to discuss the specific requirements for any formal exam access arrangements.

A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre.

It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.

For internal and external examinations Spalding Grammar School will:

- Allocate the use of a laptop (word processor) (this will not be one used in lessons) to a candidate with the spelling and grammar check facility/predictive text switched off where it is their normal way of working within the centre (AA 5.8.1).
- Award the use of a laptop (word processor) to candidates where appropriate to their needs as outlined above (AA 5.8.4).

- **Only permit** the use of a word processor where the integrity of the assessment can be maintained (AA4.2.1).
- **Not grant** the use of a laptop (word processor) where it will compromise the assessment objectives of the specification in question (AA 4.2.2) i.e. in Maths.
- Consider on a subject-by-subject basis if the candidate will need to use a laptop (word processor) in each specification (AA 4.2.3) – laptops (word processors) will not be used in Maths and some Science exams.
- Provide the use of laptops (word processors) to candidates in non-examination assessment (NEA) components as standard practice unless prohibited by the specification (AA 5.8.2).

Spalding Grammar School will **not**:

- Simply grant the use of a laptop (word processor) to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4).

Additionally, the use of a laptop (word processor) would be considered for a candidate:

- In the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AA 4.2.4).
- Where the curriculum is delivered electronically and the centre provides laptops (word processors) to all candidates (AA 5.8.4).

Exam-compliant laptops (word processors) used for internal and external formal examinations are held by the Exams Office and issued for each exam. Candidates will not be using the same laptops (word processors as they have been using in the lessons) however they will be using the same laptops for trial exams.

Laptop (Word Processor) Arrangements for Assessment/Exam

A candidate using a laptop for an assessment/exam is accommodated as follows:

- Candidates using a laptop (word processor) are accommodated in a smaller room alongside other pupils with Exams Access Arrangements such as Extra Time.
- Or, where this is not possible i.e. Listening exams in the Main Hall they will be located to one side or at the back of the room where access to power is available throughout the exam. These exams usually have smaller number of candidates.

In compliance with the regulations, Spalding Grammar School will:

- Provide a laptop (word processor) with the spelling and grammar check facility/predictive text disabled unless an awarding body's specification says otherwise (ICE 14.20). The exam laptops use 'Exampro' which is approved by the exam bodies and JCQ.
- Seat the candidate in a location with access to a suitable power supply.
- Ensure the candidate is reminded to ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22).
- Ensure that if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and

printed off their typed script, they are instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22).

- Ensure the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23).
- Ensure the candidate is reminded to save his/her work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE 14.24).
- Instruct the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24).

Word Processor Allocation at Time of Exams

Appropriate exam-compliant laptops (word processors) will be allocated by the Exams Officer following instructions from SENCo/Access Arrangement Co-ordinator.

In exceptional circumstances where the number of compliant laptops (word processors) may be insufficient for the cohort of candidates approved to use them in an exam session:

- The cohort will be split into two groups.
- One group will sit the exam earlier than or later than the awarding body's published start time.
- The security of the exam will be maintained at all times and candidates will be supervised in line with ICE 7.

The Laptop (Word Processor) (ICE 14.25)

Exam-compliant laptops (word processors) fitted with ExamPro software and used for internal trial and external formal exams are held by the exams office and Spalding Grammar School will ensure that the word processor:

- Is only used in a way that ensures a candidate's script is produced under secure conditions.
- Is not used to perform skills which are being assessed i.e. spelling and grammar.
- Is in good working order at the time of the exam.
- Is accommodated in such a way that other candidates are not disturbed and cannot read the screen.
- Is used as a typewriter, not as a database, although standard formatting software is acceptable.
- Is cleared of any previously stored data.
- Does not give the candidate access to other applications such as a calculator (where prohibited in the examination), e-mail, the Internet, social media sites, spreadsheets.
- Does not include graphic packages or computer aided design software unless permission has been given to use these.
- Does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe (a scribe cover sheet must

be completed), or the awarding body's specification permits the use of automatic spell checking.

- Does not include computer reading (text to speech) software unless the candidate has permission to use a computer reader.
- Does not include speech recognition technology unless the candidate has permission to use a scribe (a scribe cover sheet must be completed).
- Is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe (a scribe cover sheet must be completed).

Portable Storage Medium (ICE 14.25)

Spalding Grammar School will ensure that any portable storage medium (e.g. a memory stick) used to save candidate's work at the end of the exam:

- Is provided by the centre.
- Is cleared of any previously stored data.

Printing the Script (ICE 14.25)

At the end of the exam Spalding Grammar School will ensure:

- The word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.
- The candidate is present to verify that the work being printed is their own.
- The typed script is attached to any answer booklet which contains some of the answers.
- Where an awarding body may require a word processor cover sheet, this is included with the candidate's typed script (and according to the relevant awarding body's instructions) and answer booklet(ICE 14.26).
- If a candidate omits to insert the required header or footer, they are instructed to handwrite the details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22).

Spalding Grammar School may retain electronic copies of word processed scripts as the electronic copy of a word processed script may be accepted by an awarding body where the printed copy has been lost.

Spalding Grammar School will store any electronic copies of word processed scripts in secure storage until results have been issued and any appeals have been resolved.

The head of centre will confirm this in writing to the awarding body as and when required (ICE 14.27).