GEORGE ABBOT SCHOOL

Policy Title:	**Use of Computers/Laptops/Word processors in Examinations/Internal Assessments**
Author:	**Examinations Manager**
Date of most recent review:	**October 2026**
Date of next review:	**October 2027**

School Mission Statement:
Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.

The SENCo/Deputy SENCOs/Specialist Assessors identifies and approves those candidates who need to use a computer/laptop in school in accordance with Joint Council for Qualifications (JCQ) regulations.

Examples of when a computer/laptop maybe granted are:

- A candidate who has a specific learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
- A candidate who has a medical condition
- A candidate with a physical disability
- A candidate with a sensory impairment
- A candidate with poor or slow handwriting

Evidence needs to be provided in the form of information from teachers/Progress Mentors, handwriting samples and/or assessments confirming the reason for the use of a computer/laptop. This then becomes the candidate's normal way of working in class, for home and for assessments and only then may be granted for examination purposes.

Candidates are permitted to use a computer/laptop in their written exams when the use of the computer/laptop has been used regularly in their classes and for tests and assessments over an extended period of time. Evidence of regular use is required in the form of examples of work completed on a computer/laptop in lessons, tests or assessments. These may be kept electronically in a candidate's Exam Access Arrangement (EAA) file and are available for JCQ inspection purposes.

Computer/laptops are never used in internals assessments/public examinations simply because a candidate prefers to type their own answers.

Candidates must either have a laptop issued to them through the SEN department or have permission to bring a personal laptop from home (ensuring that it is covered by the family's home insurance policy) for their normal way of working.

For internal assessments and public examination purposes candidates may only complete these on school provided computers/laptops and not their own personal equipment. It is essential that when candidates use computers/laptops when sitting these, that it is done so in accordance with the regulations as set out by JCQ.

Whilst spell-check and grammar tools are often used in lessons, candidates who use a computer/laptop for internal assessments and public examinations will not be permitted to use these tools under JCQ regulations, unless of course, this has been granted as an approved access arrangement in advance.

Computer Accounts:

- candidates will use computers/laptops with the agreed software and applications as approved by the school
- candidates will be issued with an exam login and password which will only be activated for the assessment/exam itself
- the exam login will have no access to the internet unless the exam is an on-screen examination or where an exam instruction confirms internet access is required
- candidates will be expected, when using computers/laptops, to use WordPad/Access by ExamScreen in all their public examinations, unless exemption has been granted as an approved access arrangement or where the examination requires the student to use Word
- candidates are to:
    - save their work regularly
    - ensure their work is in double line spacing
    - print out two copies of their answers
    - ensure the centre number, their exam number, and paper reference are added to the top of each sheet on the first copy.

The first copy will be put with the question paper/answer booklet for submission to the Exam Board for marking. The second copy of their work will go in an envelope and the candidate will sign on the seal of this ensuring that their name, exam paper details and date are added to the front of the envelope.

Candidates who use computers/laptops must ensure they complete the candidate details on the front of their question paper/answer booklet when instructed to do so.

Candidates should understand that if they do not wish to use a computer/laptop to complete all their exam questions, they do not need to do so. For example, they may prefer to handwrite the short answers, as permitted by JCQ.

Candidates with temporary injuries, such as a sprained wrist/finger, broken arm/wrist, may also benefit from using a computer/laptop instead of writing and must adhere to the above guidelines. A Centre decision will be made before the arrangement is granted to the candidate to ensure the most appropriate access arrangement is provided.

The Examinations Manager ensures that computers/laptops are appropriately set up for exam purposes and ensures that the relevant procedures are followed before and after the exam. This includes the printing of candidates' exam work. All AI-assisted writing tools, predictive text tools, generative AI technologies and unauthorised grammar enhancement software must be disabled during examinations and assessments unless expressly permitted by the awarding body.