



# HARRODIAN

## Laptop Permission and Exam Concessions Policy

The Learning Enrichment Department manages laptop use at Harrodian.

All students who need to use a laptop must attain a “Laptop Passport” from Learning Enrichment in order to be allowed to use a laptop in the classroom and in examinations.

Permission to use a laptop is determined on need due to Specific Learning Difficulties and/or handwriting difficulties. **Following Covid-19, a number of Sixth Form students will also be considered for Laptop Passports.**

Subject teachers and support teachers refer concerns about handwriting to the relevant SENCo. Concerns will include illegibility, slow writing compared to peers and poor sentence structure due to learning difficulties. In the case of Sixth Form, students may also refer themselves to their Head of Year.

The relevant SENCo evaluates the writing, often with standardised testing (DASH). As a first step, in most cases, pupils are encouraged to work on their handwriting techniques. If no improvement is gained, touch-typing is advised.

Once pupils feel they have gained adequate speed and accuracy, the relevant SENCo tests their speed and accuracy in a free writing exercise; often handwriting speed and accuracy is compared. Permission to type in the classroom is awarded when the pupil has reached a high standard of touch-typing. Often they are given permission to type homework for a period of time while they continue to perfect their skills. They will return to Learning Enrichment to be tested again.

When Learning Enrichment awards a Laptop Passport, the student signs a contract with respect to organisation and appropriate use of their laptop in the classroom, and that they understand and accept consequences of misuse. They must carry their Laptop Passport in their Planner.

Once touch-typing has become their normal way of working at School, the pupil is given permission to type in examinations. For Senior School pupils, this occurs at the

same time as issuing a Laptop Passport. This is recorded on Harrodian Drive/Exam concessions and on SIMS/SEN/exam concessions.

For examinations in the Senior School, the hardware is provided by the School with Autocorrect disabled. Spelling and Grammar is also disabled unless a pupil's application for a Scribe would be accepted by the examining boards' criteria. In the Prep School, pupils are asked to disable Spellcheck and Grammar for all assessments and end of year examinations, unless their Spelling has been assessed to be Below Average.

Person Responsible: Rachel Kimber

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