



HARRODIAN

Laptop Permission and Exam Concessions Policy

The permission to use laptops (word processors) at Harrodian is managed by The Learning Enrichment Department.

All pupils who require the use of a laptop must attain a Laptop Passport from Learning Enrichment to be allowed to use a laptop in the classroom and examinations. Sixth Form students are allowed to use laptops in lessons at the discretion of the teacher. This does not include examinations and Sixth Form students will need the approved concession of a Laptop Passport with supporting evidence, as outlined in the Laptop Policy, to obtain permission to use a laptop or a word processor in exams.

Use of a laptop or word processor in lessons and examinations is a formal access arrangement/reasonable adjustment, in accordance with guidance from the Joint Council for Qualifications (JCQ). This policy aims to ensure, where possible, that barriers to assessment for pupils with persistent and significant difficulties are removed, thus preventing the individual from being placed at a substantial disadvantage. A firmly established need must be evident and this may include:

- a learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand

The only exception to the above, where the use of a word processor may be considered for a candidate, would be on a temporary basis as a consequence of an injury.

The access arrangement/reasonable adjustment must not unfairly disadvantage or advantage a candidate.

The journey towards a Laptop Passport is initially triggered through a recommendation to the SENCo by an external professional (examples of which include medical professionals, Educational Psychologists, and Exams Access Arrangements Assessors).

If a need is confirmed, the SENCo will contact the pupil's home and provide details of touch-typing courses and tutors, so that a good level of touch-typing speed and accuracy may be established.

The final stage of the process involves a Laptop Assessment, which is carried out by the relevant SENCo. The results of which confirm whether or not a Laptop Passport may be issued.

If a Laptop Passport is awarded, a member of the Learning Enrichment team will go through a Laptop Passport Checklist and Contract with the pupil - this includes points relating to behavioural expectations when using a laptop in class. Teachers will then be notified that the pupil may use a laptop in the classroom and in examinations.

Provision of Laptops for Students with a Laptop Passport

- For classwork, homework and day-to-day tests, a laptop must be provided by the pupil's parent(s)/guardian(s).
- For end of academic year tests up to and including the 14s (year 10) a laptop must be provided by the pupil's parent(s)/guardian(s). 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.
- For GCSE and A-level mock and external examinations in the Senior School, hardware is provided by the School with autocorrect, spelling, and grammar checks disabled, unless a pupil's application for a Scribe is accepted by the examining boards' criteria.

Candidates may not require the same access arrangements/reasonable adjustments in every subject. Subjects and their methods of assessments may vary, leading to different demands for the candidate.

Approved by:	Senior Leadership Team
Review cycle:	Annual
Last reviewed:	January 2024
Date of next review:	January 2025