



# HARRODIAN

## **Laptop Permission and Exam Concessions Policy**

The Learning Support Department manages laptop use at Harrodian.

All students who need to use a laptop must attain a "Laptop Passport" from Learning Support 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.

Subject teachers and support teachers refer concerns about handwriting to the SENCo. Concerns will include illegibility, slow writing compared to peers and poor sentence structure due to learning difficulties.

The 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 SENCo tests their speed in a free writing exercise. 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 Support to be tested again.

When Learning Support awards a Laptop Passport, the student signs a contract with respect to behaviour and appropriate use of their laptop in the classroom, and the 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. 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 has been accepted by the examining boards. 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: Sarah Codacci

Last updated: September 2019

Next update: September 2020