



Exams Access Arrangements Word Processor Protocol



Newstead Wood School recognises that for some students with Special Education Needs & Disabilities (SEND) a laptop may be the most appropriate method of organising and presenting their work.

You have been granted the right to use a word processor/laptop within classes and exams.

This means:

- A need has been established and its use is approved by the SENCo.
- The SENCo confirms in writing that these conditions have been met and this has been recorded on the Access Arrangements register.
- You have been using the laptop as part of your normal way of working (in all subject lessons you wish to use a laptop for in the examination).
- In order that you maintain the right to use a word processor in exams, you will be required to provide evidence on a regular basis that you use this laptop in your normal way of working by providing your SENCo with copies of homework, tests and exams completed in type.
- You have received guidance in the organisation on the printing and filing of copies of work when using a laptop and received training in touch typing if appropriate.
- A signed copy of this Protocol must be returned to the SENCo to support any application for use in examinations.

Limitations to laptop use:

A subject teacher has the right to veto the use of a laptop in particular situations.

These include:

- Where calculations are required without the assistance of computer functions e.g. in mathematics.
- Where particular exercises should not be done with computer assistance, e.g. maps and diagrams.
- Where its use might be dangerous or problematic, e.g. in a particular experiment in science.
- If an individual student, in any lesson, is using a laptop in such a way as to cause a distraction or disturbance to the learning of himself or others.

Some school and home work may still be required to be hand-written to support the development of handwriting skills.

Detailed procedures:

- All written work, which would normally be done in exercise books during lessons, is to be printed out nightly at home and filed appropriately so that students possess a hard copy of all their work filed in ring binders or pasted into exercise books.
- Students should use a plain font and allow room for teachers to add comments/feedback.
- Spell-check can normally be used on all pieces of work except in examinations.

- If there are problems with a laptop during lessons, the student should immediately stop using it and switch to pen and paper.
- Many internal examinations use structured papers which require students to answer on the question papers. However, where papers require extended answers students will be use a school laptop/computer.
- In public examinations students will use a word processor (computer)
- Students should not expect the School to maintain their personal machines or undertake repairs to them.

Printing work:

Students are responsible for printing their own classwork. During examinations your work will be printed for you.

Backing up work:

Students should regularly back up their work on a separate hard drive to ensure nothing is lost.

Assistance with laptops:

The Learning Support Team is available to:

- Help students to establish a daily routine and encourage them to operate in an organised and independent way.
- Advise on help for keyboard competency skills.
- Provide a school chrome book (subject to availability) for a short period of time to allow students to trial its use prior to purchasing their own. In all such cases parents/carers are required to sign a Laptop Loan Agreement Form.

Students may also seek technical advice from IT Support.

Security of equipment:

- All personal laptops and other equipment are to be security marked with the user's name.
- Adequate insurance cover should be arranged by parents to cover damage or loss regarding personal laptops and other equipment.
- The School does not accept liability for damage to, or loss of, any personal laptop computers, which will remain the responsibility of the owner at all times.

Use of Laptops in public examinations:

Newstead Wood School is required to follow the JCQ's recommendation for the use of word processor in examinations.

- A student who is authorised to use a word processor as part of their normal way of working may therefore use it in examinations. Please confirm below in which specific examinations you wish to use a word processor.
- Only the relevant software applications will be available; spell-check, grammar check and the thesaurus will not be enabled.
- At the end of an examination the candidate will be escorted to the exams office where their work is printed off in front of them and to authenticate the relevant hard copy.

- Students using a laptop/word processor must ensure they are following the acceptance usage policy and follow the e-safety guidelines.



**Exams Access Arrangements
Word processor Protocol**



I have read and understand this Protocol.

In Examinations, the Subjects I intend to use my laptop/word processor for are:

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Student's name:

Student's signature:

Parent's name:

Parent's signature:

Date:

Please return this slip to Ms Ricketts, SENCo