



Edmonton County School  
*Educating our Community for Success*

# Edmonton County School

## Assistive Technology in Exams Policy 2017-2018

Due for Review: July 2018

Edmonton County School is part of Edmonton Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 10311383. The registered office is at Great Cambridge Road, Enfield, Middlesex, EN1 1HQ.

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## ECS Assistive Technology in Exams Policy

This policy is to detail how the school manages and administers the use of assistive technology, including word processors and reading pens, in examinations and assessments. It is reviewed and updated annually on the publication of updated JCQ regulations and guidance.

### Word Processors

Learners who require a word processor for their examinations are provided with a laptop that complies with JCQ regulations:

*5.8.1 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (Switched off) to a candidate where it is their normal way of working with in the centre.*

A learner's 'normal way of working' is defined as support which they usually receive in the classroom, internal school tests and examination mocks. As such, use of a word processor should be agreed/processed at the start of the course.

The use of a word processor cannot be granted solely because the learner wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within school. A word processor will be allocated in order to remove barriers which place learners with special educational needs and/or disabilities at a substantial disadvantage as a consequence of persistent and significant difficulties.

Examples of learners who may be allocated a laptop include those learners with:

- a learning difficulty which 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
- poor handwriting

This list is not exhaustive. Read aloud software will be used when it is the student's normal way of working. At ECS this includes Dragon Naturally Speaking – a voice recognition program that allows students to dictate their answers.

Unfortunately, there are a limited number of computers / laptops and on occasions certain learners may need to be prioritised to have access to a word processor. In this case word processors will be preferentially allocated to learners for whom:

- a substantial advantage in writing speed is provided by access to a lap top
- the learner wishes to work independently from a scribe

- learning difficulties are specific to areas that may be resolved through simple access to a laptop

The school will provide a word processor which meets the requirements of the JCQ for eligible candidates to use in exams. It will be necessary for these candidates to provide their own laptop for normal school use, to enable the school to collate a portfolio of evidence which must be made available for inspection by the JCQ, if requested. The use of a word processor in a particular exam must be appropriate to the nature of the exam.

Any candidate who believes they should be using a word processor for exams should contact the SENCo by the end of the Autumn term of the academic year in which they wish to use this facility. Applications for use of a word processor made after December mocks will only be allowed under exceptional circumstances and must be at the instigation of a subject teacher.

During an examination the candidate must adhere to the following (in addition to all other exam regulations):

- Only a school provided laptop may be used. Only word processing software, without spell check, will be available.
- The candidate must use the exam template document.
- It is the candidate's responsibility to advise the invigilator immediately if the laptop they are using does not appear to be functioning correctly.
- The candidate will be responsible for regularly saving their work to both the laptop and the memory stick provided.
- It is the candidate's responsibility to tell the invigilator if they have completed any questions in the normal answer booklet.
- The candidate must remain under exam conditions until they have handed in a printed copy of their work which they have signed on all pages.

## Reading Pens

A reading pen is a scanner shaped like a pen. It works by running the pen across printed text, following which it instantly displays the word and reads it aloud. To comply with JCQ regulations:

*5.6.4 A permitted reading pen will not have an in-built dictionary or thesaurus, or a data storage facility.*

Reading pens will be preferentially allocated to learners who wish to work independently but do not qualify for a reader. Learners with a profile of good reading comprehension skills but low reading accuracy would be most likely to benefit from access to a reading pen. Learners who only require occasional words/phrases to be read to them are also more likely to benefit from the increased independence gained by access to a reading pen.

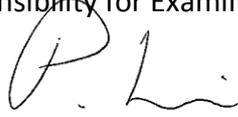
As with word processors, the use of a reading pen should represent a learner's normal way of working.

Head of centre



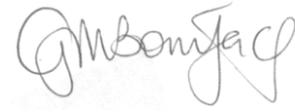
Dr. S. Tranter

Deputy Headteacher with  
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Mr P. Miller

Examinations Manager



Ms G. Boniface

Date

.....21 November 2017.....