



THE MOAT

SCHOOL

Laptop and Word Processor Policy

The Moat School recognises that all our pupils benefit from the use of a laptop and therefore a laptop is provided. A laptop is their normal way of working from Year 5/6 or Year 7 depending on when the pupil started at the school. Touch typing is taught in Key Stage 2 and Key Stage 3. All pupils sign the Acceptable Use Policy on a yearly basis which outlines the expectations the school has when using a laptop at school. Please see the AUP for rules and expectations around the use of laptops at school. Laptop chargers are provided in all classrooms.

Detailed Procedures

All written work, which would normally be done in exercise books during lessons will be printed out by the subject teacher, marked and filed appropriately.

Pupils should use a plain font (e.g . Times New Roman, Arial, Verdana) and allow room for teachers' comments. Pupils may change the colour of the background and the font to help them to read their work more easily.

Spell Check can normally be used on all pieces of work except in examinations. If there are problems with a laptop during lessons, the candidate should immediately stop using it, ask to use the LSA's laptop or a spare laptop.

Pupils will be allowed to use a laptop in all internal examinations and tests.

In public examinations candidates will use a school word processor using an examination profile which will have access to Microsoft word without the spellcheck enabled and without the internet enabled. Pupils will also use these profiles for controlled assessment and mock examinations.

Software

The Moat School uses various subject specific software and software designed to support pupils with specific learning difficulties. This software is issued onto all pupil and staff laptops.

Back-up

The School uses Google docs and as such all documents are backed up in the cloud. Staff and pupils alike are not allowed memory sticks

Printing work

If pupils need work printed, they will need to email the work to a teacher or a teacher will need to save it on USB and print it.

Use of Word Processors in Public Examinations

The Moat School adheres to The Joint Council for Qualification's recommendation for the use of word processors in examinations (section 14.20 of the Instructions for Conducting Examinations booklet with effect from 1st September 2018 to 31st August 2019).

Specifically, the School is allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to all our pupils as it is their normal way of working within the School and is appropriate to their needs. For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand.

Last reviewed: October 2018

Appendix A

The following examples are taken from The Joint Council for Qualification's recommendation for the use of word processors in examinations (section 5.8.4 of the booklet with effect from 1st September 2018 to 31st August 2019)

A candidate who cannot write legibly because she has significant learning difficulties asks to use a word processor in her examinations. It is her normal means of producing written work within the centre because her teachers cannot read her writing. She is very proficient in using a word processor. The SENCo allows her to use a word processor in her examinations.

- A candidate does not have a learning difficulty but is a 'messy' writer. His handwriting is hard to decipher. He requests the use of a word processor. This is granted by the SENCo because it reflects his normal way of working within the centre.
- A candidate wishes to use a word processor since this is her normal way of working within the centre. However, the candidate additionally wishes to use the spelling

and grammar check facility. Given that she does not meet the published criteria for a scribe, the candidate cannot use the spelling and grammar check facility. The SENCo allows her to use a word processor in line with the regulations as set out in the JCQ 'ICE' booklet.

- A candidate taking a GCSE Computer Science paper wishes to use a word processor with the spelling and grammar check facility enabled. However, the paper is testing his ability to proofread a document. The SENCo refuses the use of the spelling and grammar check facility. He uses the word processor with the spelling and grammar check disabled (switched off).
- A candidate who has significant learning difficulties has quite legible writing. However, he makes many omissions and cannot order his ideas correctly. His written scripts are legible but covered in crossings-out and omission marks. He requests a word processor and this is granted by the SENCo. The use of a word processor allows him to correct text, sequence his answers and reflects his normal way of working within the centre.
- A blind candidate asks to use a word processor in his examinations. He also requests the use of a screen reader to allow him to 'read' back and check the answers he has typed. These arrangements are permitted when using a word processor in his examinations. However, if the candidate also wants to use predictive text and/or the spelling and grammar check facility he must meet the published criteria for a scribe, with an approved application in place. scribe.