



TECHNOLOGY IN EXAMS STATEMENT

Some students may elect to submit exam scripts using technology. This may be because it is their normal method of working, or they are unable to hand-write due to injury or disability.

For these students, the school will provide an iPad to use during exams. This document sets out the procedures regarding the provision of iPads and may serve as a reference for future staff and parents.

Prior to exams

a) The Exams Office keeps a set of dedicated iPads in a secure location. The iPads are configured so that they are logged in using a generic account, and do not have any access to the Internet or any other external resource. Students use Microsoft Word to complete exam papers; the proofing tools are disabled, and the autosave function is enabled.

The Exam Officers or invigilators will report any problems to the IT Support Team, and if necessary ask them to intervene or provide alternative equipment. Prior to the examination season starting a member of the IT Support team will check each iPad to ensure that each one has been set up correctly and in good working order. These will then be checked once a week by the IT team.

b) Before each exam, students who are using iPads will each be allocated a specific iPad. The Exams Office will record which iPads is used by which student for each exam. The iPads will have sufficient charge to last entire duration of the examination.

c) Before students enter the exam, iPads will be placed on desks for eligible students, along with a guide on formatting – students will be instructed to read this thoroughly before starting the exam. Students will be told that they need to fill in the header and footer information. This will be checked by the student and the invigilator when the work has been printed at the end of the examination.

During exams

a) Should the need arise for any member of the IT Support Team to provide assistance, they can be called in by invigilators. Assistance must be of a technical nature, and always provided in the presence of an invigilator.

End of exams

- a) Once each student has completed their exam, an invigilator will enable the Wi-Fi and email a copy of the work to the Exams Office, and then send the exam script to the designated printer. The invigilator will accompany the student to the printer and the student will check and collect the script.

- b) Only when the student has verified his/her entire script has printed successfully and that each page has the student's details on as well as the page number can the script be collected by the invigilator.

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