



Wychwood School  
OXFORD

## GUIDELINES ON THE USE OF ICT IN COURSEWORK AND EXAMINATIONS

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### Aim

Many pupils will use ICT systems or apps when doing their course work. The aim of these guidelines is to prevent pupils from being adversely affected by the use of ICT in their coursework. Some will use ICT in their public examinations.

### Context

Pupils should be aware of the Ofqual and Joint Council for Qualifications (JCQ) regulations on coursework in each subject where coursework forms part of the assessment – it is the supervising subject staff's responsibility to make pupils aware of the requirements.

If pupils in any way plagiarise other people's work or gain help with their coursework that would prevent a supervising member of staff from signing the accreditation sheet, this constitutes examination malpractice. If, after investigation by the Head of Centre, examination malpractice is proven, then the pupil will be unable to submit that part of her coursework and this may lead to further consequences: she may lose marks for a section or a paper or a qualification and in extreme cases may lose the right to sit examinations.

### Guidelines for Coursework

These guidelines are not and, bearing in mind the rapid advancement of ICT, can never be exhaustive.

They will be communicated to the girls annually by form teachers in the Lower Transits, Upper Transits, Shell, Study I and Study II

Girls should understand that if, in doing coursework, they use any other person's accounts, e-mail system or app logins, then it may appear that someone else has worked on their coursework and this can invalidate the piece of work. They should be rigorous and meticulous in preventing this from happening by:

1. only ever using their own accounts, e-mail systems and app logins and
2. never communicating their passwords and usernames to anyone else.

### **Guidelines for use of Laptops in Public Examinations**

The use of a word processor in public examinations must reflect the candidate's normal way of working within the centre and be supported by evidence thereof.

A non-exhaustive list of candidates which Wychwood, Oxford considers would benefit from the use of a word processor includes those 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 or very slow handwriting.

### **Laptops**

Candidates will only be permitted to use Wychwood, Oxford laptops which have been internet disabled.

They will write in wordpad

Work will be stored on a USB stick at the end of the examination.

The invigilator will print the work onto hard copy and the candidate will sign a declaration which will be affixed to the work and stored and dispatched in the normal way.

The laptop will be cleared of all student work.

The USB will remain in secure storage and assigned to individual students