CICM COMPUTER BASED ASSESSMENT POLICY

Currently computer based assessments are only available to students who have either a dyslexia assessment which recommends the use of a computer during exams, or for students who have another disability which means that they are unable to complete a written exam.

1. Students are requested to inform the College of their need for a computer during examinations as soon as possible. In the case of dyslexia /disability an assessment is forwarded to the Learning Support Co-ordinator either during the first term or as soon as an assessment has taken place.

2. The Learning Support Co-ordinator informs the admin team who keep a list of students with extra requirements and will ensure a computer is ready prior to the exam taking place.

3. Students taking the examinations using a computer should either be in a separate room with the invigilator or in a shared room with other students who require extra time.

4. The computer should be ready and tested at least 30 minutes prior to the start of the exam.

5. In cases where a student is unable to type and has an assessment or supporting evidence (eg. GP's note), a scribe may be provided. In this case both scribe and student will be in a separate exam room.

6. In cases of computer / IT failure extra time will be added to the exam to compensate.

7. At the end of the exam, a copy of the paper is printed out and the student is required to confirm with a signature that this is the copy they wish to submit.