

EXAM READER & SCRIBE JOB DESCRIPTION

Job Purpose

To provide support to the examination process and to ensure the fair and proper conduct of exam support in an environment that enables students to perform at their best.

To provide access arrangements for those students who have this in place. This will include being a 'reader' (reading examination paper to the student), 'scribe' (writing answers the student has dictated in an examination paper), assisting word processing if the student has this facility, supervising students who have breaks in between questions as well as assisting students who have a visual impairment or medical/behavioural issues.

The Examinations Officer and SENCo will be available to support.

Duties under exam conditions

To comply with JCQ regulations and to support the Examinations Officer with the operation of examination systems. This may include (but not limited to):

- Laying out of the name cards on each desk according to the pre-printed seating plan;
- Overseeing the orderly entry of students into the exam room ensuring students find their correct positions;
- Ensure candidates hand in equipment which is not allowed;
- Opening the packets of exam papers and distributing them, ensuring that the student has the correct paper at the correct level;
- Assist students who might need further clarification as the instructions are read out;
- Record examination start and finish times so that students can see these clearly;
- Assist with completion of the attendance register informing the Examinations Officer of any absent candidates;
- Be constantly vigilant during the examination;
- Provide a positive and calm environment for the students at all times;
- Continually watch to see if a student asks for assistance and ensure that all remain completely focused on their own work;
- If necessary, escort candidates to the toilet;
- Report to the Examinations Officer any suspicious breach of examination rules;
- Collect name cards from the desks at the end of the examination;
- At the end of the examination collect question papers and answer books, keeping papers in the prescribed order;
- Report to the Examinations Officer at least 15 minutes before the start of each examination session;
- Ensure you are fully familiar with any instructions for the conduct of examinations.

Reader & Scribe

Under the management and guidance of Examination Officer and advice from the SENCo, to read and/or scribe during examinations for students with access arrangements in accordance with Joint Council for Qualifications (JCQ) Regulations.

Duties of the reader

- The reader must read accurately;
- The reader must only read the instructions of the question paper(s) and questions, and must not explain or clarify;
- The reader must only repeat the instructions of the question paper or questions when specifically asked to do so by the candidate;

- The reader must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;
- The reader must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- The reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- The reader must not decode symbols and unit abbreviations (e.g. 22 should not be read as two squared, but the function simply pointed to by the reader since part of the assessment is recognising what the superscript 2 means. Similarly, if the symbol > is printed, it should not be read as 'greater than' but simply pointed to by the reader);
- The reader may enable a visually impaired candidate to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates;
- The reader may read numbers printed in figures as words (e.g. 252 would be read as two hundred and fifty two, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words);
- The reader may read back, when requested, what the candidate has written;
- The reader may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.

Duties of the scribe

- The scribe must be able to write or type accurately, and at a reasonable speed, what the candidate has said, except in an examination requiring word processing, where a scribe will not be permitted;
- The scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- The scribe must abide by the regulations since failure to do so could lead to disqualification of the candidate;
- The scribe must write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- The scribe must immediately refer any problems in communication during the examination to the invigilator;
- The scribe must not give factual help to the candidate or indicate when the answer is complete;
- The scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- The scribe may, at the candidate's request, read back what has been recorded.

The Person

An ideal candidate will:-

- be reliable, flexible and readily available during main exam periods;
- have effective communication skills and good interpersonal skills;
- work well as part of a team;
- be confident and a reassuring presence to candidates in exam rooms;
- be able to give instructions and manage situations involving different groups of people;
- have basic Word Processing / IT skills;
- have a good level of literacy skills and legible handwriting;
- possess excellent organisational skills;
- enjoy working with young people.