

## PROTOCOLS: SCRIBES AND READERS

### Reader

A reader is someone who is appointed to read for a candidate in exams, where there is evidence of need and normal way of working in class. There are specific Regulations regarding what they can and cannot do.

They should read their instructions verbatim to the candidate at the beginning of every exam, in order for there to be no doubt regarding their role.

#### **A Reader can:**

- Read the text verbatim, **but only when asked to do so** by the candidate
- Identify diagrams, graphs and tables for candidates with visual impairment
- Read numbers printed in figures, except when the question asks for the number to be written in words
- Read back the candidate's own writing when asked to do so (without any emphasis on any errors)
- Give spelling, when requested to do so, of words which appear on the paper
- Read the instructions of the paper

#### **A Reader cannot:**

- Explain or clarify any questions or instructions
- Explain or offer suggestions for any diagrams, graphs or tables
- Emphasise where a candidate has made errors
- Provide spellings of words not available on the exam paper
- Decode any symbols (e.g. mathematical, musical or scientific) and unit abbreviations

A Reader cannot be provided where the assessment is assessing the candidate's reading ability.

A Reader must follow the JCQ Regulations; failure to do so would be deemed to be malpractice.

## Scribe

A human scribe is someone who writes or types what the candidate dictates to them verbatim where there is evidence of need and normal way of working in class.

They should read their instructions verbatim to the candidate at the beginning of every exam, in order for there to be no doubt regarding their role.

### **A Scribe can:**

- Type or write what the candidate dictates verbatim
- Draw or add to maps and graphs only in accordance to the candidate's instructions
- Read back what they have written, when requested to do so
- Add spelling and punctuation, where the candidate opts to lose the marks for this element of the test

### **A Scribe cannot:**

- Give factual help or indicate when the answer is incomplete
- Add to the candidate's answers
- Advise the candidate on which questions to do, when to move on to the next question, or the order in which to answer questions
- Part spell or part add punctuation, giving partial credit for spelling and punctuation - this is not acceptable

A scribe must abide by the JCQ Regulations. Failure to do so would be deemed to be malpractice.

Note: a scribe would usually spell complex words and the candidate would lose the proportion of marks for spelling. There cannot be partial credit, where a candidate spells some words, but chooses not to spell some words.

Up to 25% extra time can be awarded where there is evidence of need, when a reader and/or scribe are provided. However, care needs to be considered when the scribe types the work in order to not convey an unfair advantage. There must always be evidence of need held on file for inspection