



Newman Catholic College

Guidelines for conduct of examinations where candidates are using: Readers, Typists and or Scribes.

In line with the JCQ update, January 2019

1. The role of a reader or scribe is to assist the candidate during an exam.
2. **It is important to remember that unless there have been special instructions the scribe or reader will not, at any time, be allowed to prompt the candidate in any way by gesture, hesitation, speech or the written word.**
3. The role of a reader or scribe is to read and/or write under the direction of the candidate. If there are specific needs, these should be discussed with staff at the Student Progress & Assessment Office or the Student Support Unit.
4. The reader or scribe will be expected to fit in with the candidate's preferred seating, reading speed, dictation style etc. within the boundaries set out here.
5. The reader is only permitted to read **exactly** what he or she is asked to read. If the candidate needs the same paragraph to be read repeatedly, just page one and then page three, and not page two, or only paragraph one of a question, this is what the reader must do.
6. The scribe should write **exactly** what he or she is asked to write and is not allowed to rephrase answers or use a better word than the one chosen. The

scribe is also responsible for spelling and punctuation but if asked to alter either of these he or she must comply. The scribe will read back what the candidate has written **but only if requested to do so.**

7. The scribe is not allowed to draw graphs or diagrams except in special circumstances for which he or she will have been given advance notice and, if necessary, guidance, **although the candidate may ask the scribe to label these.**
8. The scribe must also:
 - Ensure after checking with the candidate, that all details (candidate number, title of paper, year of study, course code, date, number of answer books submitted and question numbers are correct.
 - That all questions are clearly numbered.
9. Ensure that corrections are unambiguous, eg insertions are asterisked and related to the point of insertion and deletions have been clearly crossed through.
10. Communication by the scribe during the exam is permitted **only**:
 - To ask the candidate to slow the pace of dictation because he or she is unable to keep up.
 - To ask for the repetition of a phrase he or she has forgotten.
 - To ask for a repetition because he or she did not hear clearly.

The scribe is not permitted to:

- Give factual help or offer suggestions.
 - Advise on which questions to do, the order in which questions should be done, or when to move on to the next question.
 - Assist with arithmetical/mathematical problems, including statistical tables, or advise on the operation of any permitted exam aid such as a calculator.
11. The candidate should not expect the scribe to read and/or write continuously as he or she is entitled to short breaks from dictation and/or reading.

12. The scribe should accompany the candidate when he or she leaves the room.
13. If the scribe is asked to read back completed answer(s) and/or make corrections, this must be done within the time allocated for the exam, it must not be done after the examination should have finished.
14. **The candidate and scribe should not attempt to interpret the rules to meet a circumstance which is not explicitly mentioned above. Direction should be obtained from the Student Progress & Assessment Office in all cases.**
15. There will normally be a telephone inside the exam room so that the Student Progress & Assessment Office can be contacted in an emergency. Both candidate and scribe **must** turn off their mobile phones for the duration of the exam.