

MILLOM SCHOOL

JOB TITLE – EXAMINATION READER/SCRIBE

JOB PURPOSE

Under the management and guidance of the SENDCo, to read and/or scribe during examinations or controlled assessments for pupils with access arrangements in accordance with the Joint Council for Qualifications (JCQ) Regulations.

PRINCIPAL RESPONSIBILITIES

Of a Reader

1. A reader must read the exam paper or assessment materials accurately to the candidate.
2. A reader may only read the instructions of the question paper and questions, but must not explain or clarify questions.
3. A reader may repeat the instructions of the question paper or questions, but only if the candidate requests the reader to do so.
4. Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text
5. A reader must abide by JCQ regulations, as failure to do so could lead to disqualification of a candidate.
6. A reader must not advise the candidate regarding which questions to do, when to move onto the next question, nor the order in which questions should be answered.
7. A reader must not decode any symbols and unit abbreviations.
8. A reader may read back, when requested, what a candidate has written.
9. A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given.

Of a Scribe

1. A scribe must write or type accurately, and at a reasonable speed, what the exam candidate has said.
2. A 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.
3. A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate.
4. A scribe must write or type a correction if requested to do so by the candidate.
5. A scribe must immediately refer any problems in communication during the examination to the invigilator or Examinations Officer.
6. A scribe must not give factual help to the candidate or indicate when the answer is complete.
7. A 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.
8. A scribe may, at the candidate's request, read back what has been recorded.

General duties

1. To assist Examinations staff and Invigilators with other examination processes as required.
2. To attend training sessions as required.
3. To be aware of and comply with school policies relating to child protection, confidentiality and security.

**CUMBRIA COUNTY COUNCIL
CHILDREN'S SERVICES**

Person Specification –Examination Reader and/or scribe

Attributes	Essential	Desirable
Specialist Knowledge	Understand the need to safeguard young people Understand the need for confidentiality	A knowledge of examination procedures
Education and Training	Level 2 English and Maths qualification (GCSE A-C or equivalent)	Previous reader/scribe training
Other Requirements	Enjoy working with candidates aged 13-18 Approachable Fluent English and clear diction Good hearing Legible handwriting Be flexible Good communication skills	