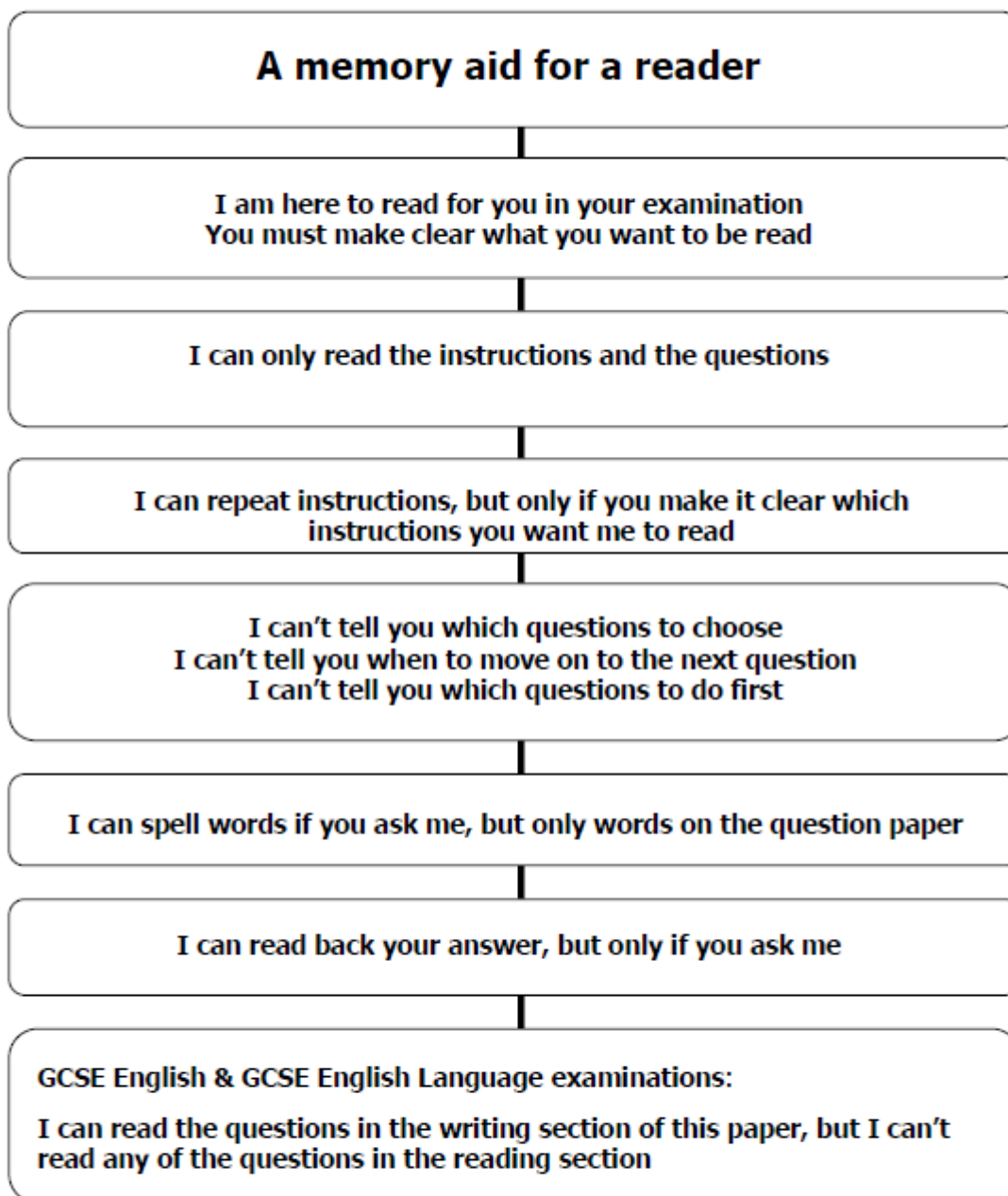


JCQ REGULATIONS-Reader

Appendix 3



Centres must ensure that both invigilators and those acting as a reader are appropriately trained and familiar with the rules as detailed on page 39.

It is essential that the candidate is made aware of what a reader can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

The rules – the use of a reader

- **may** enable a vision 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;
- **may** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, 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);
- **may** read back, when requested, what the candidate has written without any emphasis on any errors;
- **may**, if requested, give the spelling of a word which appears on the paper but otherwise spellings **must not** be given;
- **must** read accurately;
- **must** only **read** the instructions of the question paper(s) and questions, and **must not** explain or clarify;
- **must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;**

must abide by the regulations since failure to do so could lead to the disqualification of the candidate;

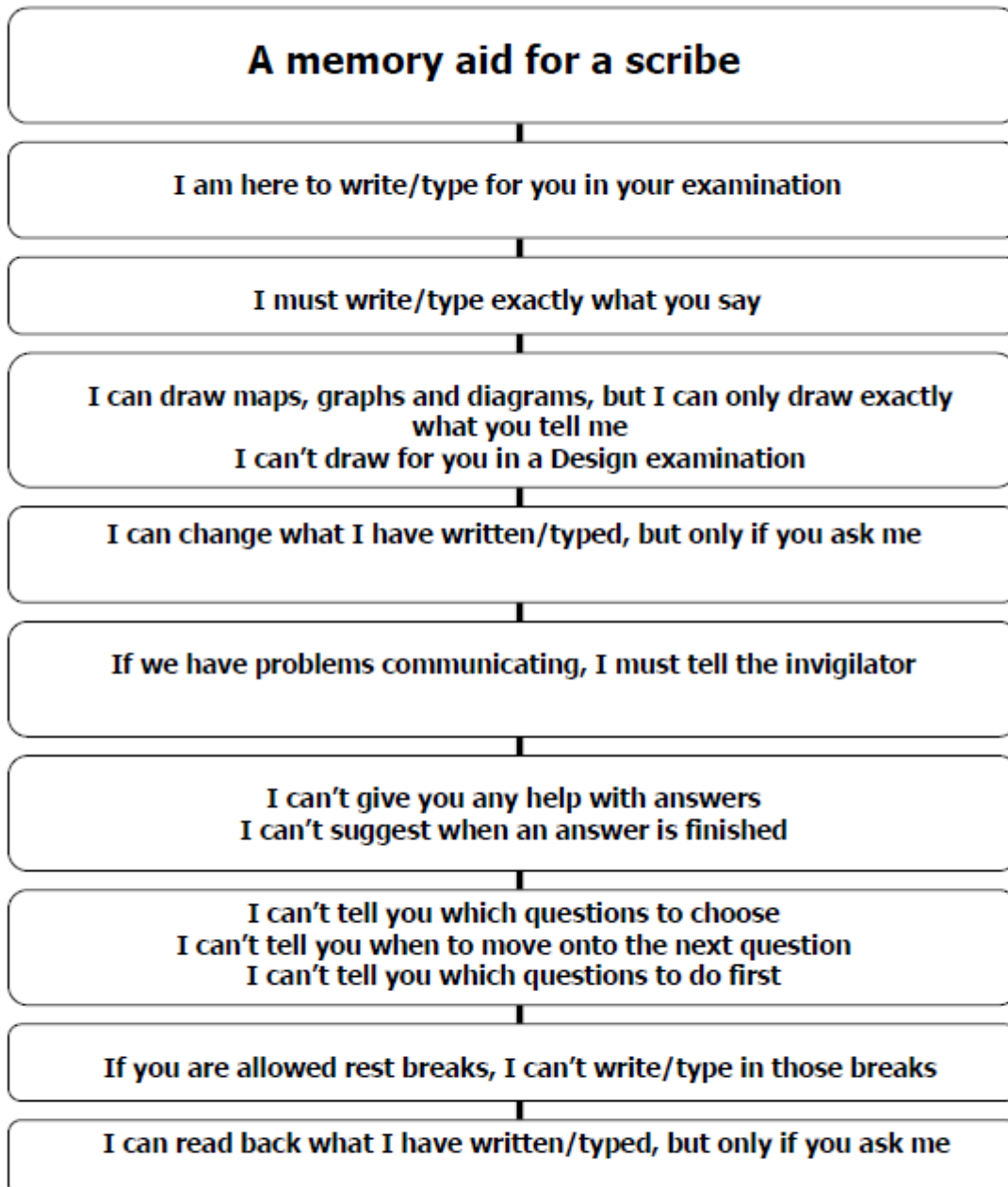
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- **must not decode any symbols and unit abbreviations**, e.g. 2² should not be read as two squared, but the function simply pointed to by the reader.

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.

JCQ REGULATIONS-Scribe

Appendix 4



Centres must ensure that both invigilators and those acting as a scribe are appropriately trained and familiar with the rules as detailed on page 52.

It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

The rules – the use of a scribe

- **must 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);
- **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;**
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded.