

JCQ REGULATIONS-Reader

Appendix 3

A memory aid for a reader

I am here to read for you in your examination You must make clear what you want to be read

I can only read the instructions and the questions

I can repeat instructions, but only if you make it clear which instructions you want me to read

I can't tell you which questions to choose I can't tell you when to move on to the next question I can't tell you which questions to do first

I can spell words if you ask me, but only words on the question paper

I can read back your answer, but only if you ask me

GCSE English & GCSE English Language examinations:

I can read the questions in the writing section of this paper, but I can't read any of the questions in the reading section

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

A memory aid for a scribe

I am here to write/type for you in your examination

I must write/type exactly what you say

I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
I can't draw for you in a Design examination

I can change what I have written/typed, but only if you ask me

If we have problems communicating, I must tell the invigilator

I can't give you any help with answers I can't suggest when an answer is finished

I can't tell you which questions to choose
I can't tell you when to move onto the next question
I can't tell you which questions to do first

If you are allowed rest breaks, I can't write/type in those breaks

I can read back what I have written/typed, but only if you ask me

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.