

Job Description

Casual Reader/Scribe for Exam Candidates

Salary £9.50 per hour (incl. Holiday pay)

Job purpose:

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

Hours are allocated in advance and are on a casual basis.

Duties of a Reader

- A reader must read the exam paper accurately to the candidate
- A reader may only read the instructions of the question paper or questions but only if the candidate requests the Reader to do so
- A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so
- Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text
- A reader must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
- A reader 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
- A reader must not decode any symbols and unit abbreviations
- A reader may read back, when requested, what the candidate has written
- A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given

Duties of a Scribe

- A scribe must write accurately, and at a reasonable speed, what the exam candidate has said
- 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
- A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
- A scribe must write a correction if requested to do so by the candidate
- A scribe must immediately refer any problems in communication during the examination to the invigilator

- A scribe must not give factual help to the candidate or indicate when the answer is complete
- A scribe must not advise the candidate on which questions to do, when to move on to the next questions, or on the order in which questions should be answered
- A scribe may at the candidate's request, read back what has been recorded

General Duties

- Attend training sessions as required
- Maintain regular contact with the Exams Office regarding availability
- Be aware of and comply with the policies relating to child protection, confidentiality and security
- Be aware of the exam board regulations