



Exam Guidance for Candidates with a Reader and Scribe

When a Teaching Assistant is a Reader and/or Scribe in an exam or controlled assessment, they are not allowed to give you the same support that they would do in a lesson.

They can't give you any help, check your work or let you know if your answers are right or wrong.

If I have a Reader in an exam or controlled assessment

- I must make clear what I want read to me, by pointing or asking
- My Reader can only read the instructions, the questions and my answers
- Instructions and questions can be repeated, more than once, but only if I make it clear what I want read to me
- My Reader can spell words if I ask, but only words that are already on the question paper
- My Reader is not allowed to decode mathematical and scientific symbols or unit abbreviations (e.g. 2^2 cannot be read as two squared, but the function only pointed to). I need to work out what it means myself
- My Reader can't tell me which questions to choose or when to move to the next question
- My Reader is not allowed to tell me which questions to do first
- My Reader can read back my answer, more than once, but **only if I ask**

GCSE English Language

My Reader can read the questions in the writing section of the paper but my Reader is not allowed to read any of the questions in the reading section

If I have a Scribe in an exam or controlled assessment

- My Scribe can write or type for me
- My Scribe **MUST** write or type exactly what I say and this includes punctuation. I have to say the punctuation that I want to include (e.g. full stop, comma, etc.). I can do this as I answer each question
- My Scribe can't tell me which questions to choose or when to move to the next question
- My Scribe is not allowed to tell me which questions to do first
- My Scribe can draw maps, graphs and diagrams but she can only draw exactly what I tell her
- My Scribe can't help me with the answers and can't tell me when an answer is finished
- My Scribe can change what I asked her to write, more than once, but **only if I ask**
- My Scribe can read back what she has written or typed, more than once, but **only if I ask**
- If I'm allowed supervised rest breaks, my Scribe is not allowed to write or type in those breaks