**Examination Assistants**

Examination Assistants are members of staff who work in the examination room in order to:

* Ensure that all University examinations are conducted in accordance with the University of Worcester rules and regulations.
* Provide candidates with every opportunity, within the rules, to complete their examinations.
* Ensure all candidates are treated in a fair and consistent manner.
* Enhance the experience of candidates who require assistance in examinations, both temporarily, and on a permanent basis.
* Make sure the examinations operate smoothly.

Examination Assistants commonly work with students who have additional exam arrangements and who sit their examinations in reasonable adjustment conditions.

# **Types of Examination Assistant**

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| **Scribe**  | A Scribe is a person employed to write on behalf of a candidate in an examination. The Scribe will type answers in most cases.  |
| **Reader** | A Reader is a person employed to read on behalf of the candidate in the examination. The Reader will read aloud the instructions and the questions. They can also read aloud what the candidate has written. |
| **Prompter** | Prompters assist candidates in monitoring the passage of time in an examination so that the candidate can manage their time effectively.  |

# **Examination Assistants duties**

The student and Examination Assistant must meet at a prearranged venue set my the examinations office, **30** minutes prior to the start of the exam to discuss how the student wishes to be alerted to time markers, their preferred methods of working, communicating and any other relevant information.

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| **Scribe** | The Scribe:* **Can** write/type exactly what the student dictates**.**
* **Will** only record responses, including maps, graphs, or diagrams where appropriate, exactly as dictated by the student.
* **Can** use their discretion regarding spelling and punctuation.
* **Can** amend what has been written if the student identifies and dictates the amendment.
* **Can** read what they have written, as often as the student requests.
* **Can** type the answers the candidate dictates.
* **Cannot** ask questions, including checking spelling, nor make any comment when the candidate is dictating.
* **Cannot**explain the meaning of words, phrases or questions in the exam paper.
* **Cannot** suggest when to move on to the next question, give advice about which questions to answer or which order questions should be answered in.
* **Cannot** comment on the factual, grammatical or academic content of what has been dictated
* **Cannot** give advice or influence the candidate’s answers.
* **May not** have subject knowledge or familiarity with subject-specific terminology and spelling.
* **Must** be independent and objective.
* **Will** also work as an invigilator in exams.

The candidate:* **Must** work within the allocated time for the examination.
* **Must** tell the Scribe the appropriate punctuation and spelling.
* **Must not** consult with the Scribe about their answers.
* **Must** check their work within the time allocated – including reading and making corrections.
* **May** choose to write their examination themselves.
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| **Reader** | The Reader:* **Can** read the questions and instructions to the candidate as often as necessary.
* **Will** read only the responses, instructions, questions or parts of questions specified by the student.
* **Will** read the exact wording (instructions and questions) of the exam paper as often as the student requests.
* **Will** read the exact wording of a student’s response as often as the student requests.
* **Will** read the specified text at the speed and in the order requested by the student.
* **Can** read what the candidate has written back to them, when they have finished writing.
* **Will not** rephrase or explain the meaning of words, phrases or questions in the exam paper.
* **Will not** suggest when to move on to the next question, give advice about which questions to answer or which order questions should be answered in.
* **Will not** comment on the factual, grammatical or academic content of what has been written.
* **Must not** ask any questions relating to the candidate’s understanding of the examination.
* **Must** read the questions and instructions exactly as they are written on the question paper.
* **Must** be independent and objective.
* **May not** have subject knowledge or familiarity with subject-specific terminology and spelling.

The Candidate:* **Must** work within the allocated time for the examination.
* **Must not** consult with the Reader about their answers.
* **Must** check their work within the time allocated – including reading and making corrections.
* **May** choose to read their examination themselves.
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| **Prompter** | The Prompter:* **Should** alert the candidate at regular interviews that they have agreed beforehand e.g. every 10 minutes.
* **Should** alert the student as to when they should move from one task to another e.g. when a prearranged amount of time has elapsed.
* **Must not** provide any other information or assistance.
* **Should** ask the student to focus on their exam if they have a tendency to drift off

The Candidate:* **Must** agree the specific transitions and timings with the Prompter **before** the exam.
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## **Further information**

If you would like further information about the individual Examination Assistant roles, please contact the Exams Office at exams@worc.ac.uk

If you require further information about your exam arrangements, please contact your School or Disability Services. disability@worc.ac.uk