

Disability Services, Student Services

Guidelines for Readers Working in Examinations

What is a Reader?

A reader is a person who will read, on request, the following:

- the entire or any part of the examination paper
- any part of the student's answers

In addition, for students with visual impairments, they will also, on request:

- help with maps, diagrams, graphs and tables to provide the information the print copy affords to sighted candidates;
- inform students of obvious presentation errors in a word processed transcript (subject to learning outcomes).

Readers must be familiar with the subject area and terminology

Who is eligible to have a Reader?

Generally, students who are unable to access print, or students who access auditory information better than visual information for a disability-related reason may require a reader. Students should have a Personal Learning Support Plan (PLSP) in order to be eligible for a Reader.

Before the Examination

- Arrive in good time, at least 15 minutes before the start of the exam.
- Wherever possible, you should have the opportunity to read through the exam paper shortly before the examination commences in order to clarify the pronunciation of any words with which you are not familiar.
- You should have a short practice session with the student prior to the start of the exam period.
- You should be informed which member of staff to contact if problems arise during the examination, for example, in the event of a breakdown in

communication. Ordinarily this will be the person in the School who put the arrangements in place.

During the examination:

- The use of a Reader should neither advantage nor disadvantage a student.
- You must read accurately and clearly.
- You must only read the questions and rubrics. You must not explain or clarify the meaning of text.
- You must, if requested, give the spelling of a word that occurs in the question paper – otherwise spellings must not be given.
- You must, if asked, give information regarding time elapsed and remaining.
- Ordinarily, an additional 25% extra time for each examination will be allowed.

Questions?

The Exams office (examinations@bangor.ac.uk) or an Adviser in Disability Services (disabilityservice@bangor.ac.uk) will be able to answer any queries you may have regarding the provision of Readers.

Note:

For candidates requiring a Reader and a Scribe (Amanuensis), the same person may act as both.