

Disability Services, Student Services

Guidelines for Students using Readers 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 your 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).

Your Reader should be familiar with the subject area and terminology.

Am I eligible to have a Reader?

You will need to have a Personal Learning Support Plan (PLSP) in order to be eligible for a Reader.

What is the Procedure for booking a Reader?

Whether or not you need a Reader will depend upon the format of the assessment, for example: some students find they may need a Reader for multiple-choice questions but not for essay-type papers.

You should liaise with the Examinations Office each semester once timetables are published to discuss your options, and to ensure the provision can be made. Disability Services will send you an email to remind you to do this!

Your School will then be advised by the Examinations Office to make the necessary arrangements for a Reader to be provided for you for each examination as necessary.

Before the Examination

- Wherever possible, your Reader should be given the opportunity to read through the examination paper shortly before the examination commences in order to clarify the pronunciation of any words with which he or she is not familiar.
- You should have a short practice session with your Reader 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 your School who put the arrangements in place.

During the Examination:

- The use of a Reader should neither advantage nor disadvantage you.
- Your Reader should read accurately and only read the questions and rubric.
- Your Reader can, if requested, give the spelling of a word that occurs in the question paper – otherwise spellings must not be given.
- Your Reader must not explain or clarify the meaning of text.
- Your Reader must not give you factual help, or offer any suggestions.
- Your Reader can, if asked, give information regarding time elapsed and remaining.
- You will ordinarily be entitled to an additional 25% extra time for each examination.

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, the same person may act as both.