

Access Arrangements – use of a reader

If you have been assessed as eligible for use of a reader, it will probably be a computer reader you will use. This will involve being handed an iPad and headphones from which you will be able to hear what the words on your exam paper say. Unless you are also eligible for a smaller examination venue, you will be sat in the same venue as others in your year group.

A very small number of students will be eligible for a human reader. Such students will also be eligible for a smaller examination venue, given the interruption that reading allowed would present for other candidates. Where resource availability dictates, students eligible for a human reader may be roomed together, and may be required to share a human reader.

Please note: a human reader is NOT permitted in examination testing reading, including English Language. A human reader is not permitted for the French or German reading component.

Rules that the human reader has to follow are:

The rules – the use of a reader

- **may** enable a vision impaired candidate to identify diagrams, graphs and tables but **must not** give factual information nor offer any suggestions, other than the information which would be available on the paper for sighted candidates;
- **may** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words);
- **may** decode symbols and unit abbreviations in Maths and Science examinations for candidates who require this arrangement to access the assessment, reflecting the candidate's current and normal way of working within the centre;
- **may**, if requested, give the spelling of a word which appears on the paper but otherwise spellings **must not** be given;
- **may** read back, when requested, what the candidate has written without any emphasis on any errors;
- **must** read accurately;
- **must** have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy;
- **must** only read the instructions of the question paper and questions, and **must not** explain or clarify;
- **must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **must** only read the instructions/rubric of a paper testing reading and **must not** read individual questions or text;
- **must abide by the regulations since failure to do so could lead to the disqualification of the candidate;**
- **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;
- **must not** decode any symbols in a Music examination.