



Job Description

Reader/Oral Language Modifier/Scribe for Exam and Assessment Candidates (Casual)

Main Purpose:

Under the management and guidance of the Data and Assessment Officer, to provide support for pupils with access arrangements during examinations or controlled assessments, in accordance with the Joint Council for Qualifications (JCQ) Regulations.

Duties of a Reader

- ☐ A reader must read the exam paper or assessment materials accurately to the candidate
- ☐ A reader may only read the instructions of a the question paper(s) and questions but must not explain or clarify questions
- ☐ A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so
- ☐ Where an examination paper is testing reading (e.g. in English) only the instructions must be read not individual questions or text
- ☐ A reader 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
- ☐ A reader must not decode any symbols and unit abbreviations
- ☐ A reader may read back, when requested, what the candidate has written
- ☐ A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given
- ☐ A reader must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate

Duties of an Oral Language Modifier

- ☐ An OLM must re-phrase or explain the carrier language of a question paper when a candidate indicates a specific need for help
- ☐ An OLM must not re-phrase or explain technical or subject specific terms as this could advantage or disadvantage the candidate
- ☐ An OLM must not change source material which is testing the ability of the candidate to comprehend the information. Source material is often an extract and may have an acknowledgement of the original source
- ☐ An OLM must take great care if modifying 'command' words in questions such as describe, explain and suggest as changing such words may change the nature of the question and disadvantage the candidate. In most cases command words should not be modified
- ☐ An OLM must ensure that the method of communication used reflects normal classroom practice. This may include saying the word or phrase, manually coded English, i.e. finger spelling or Signed Supported English (SSE), the use of Cued Speech, the use of BSL or the use of writing to explain the meaning of a word or phrase
- ☐ An OLM must record on the OLM cover sheet any re-phrasing or explaining. Where no re-phrasing or explaining took place this must also be noted on the cover sheet
- ☐ An OLM must underline at the end of the examination any words or phrases on the candidate's question paper which were re-phrased or explained. If the question paper is separate from the answer booklet, it must be attached to the candidate's answer booklet
- ☐ An OLM must ensure that a note of the method of communication used, e.g. spoken, written, BSL, is made on the OLM cover sheet
- ☐ An OLM may go through the instructions/rubric and read the questions to the candidate (where permitted, reading to a candidate is part of the role of an Oral Language Modifier)
- ☐ An OLM must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate

Duties of a Scribe

- ☐ A scribe must write or type accurately, and at a reasonable speed, what the exam candidate has said
- ☐ A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper
- ☐ A scribe must write a correction if requested to do so by the candidate
- ☐ A scribe must immediately refer any problems in communication during the examination to the invigilator
- ☐ A scribe must not give factual help to the candidate or indicate when an answer is complete
- ☐ A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered
- ☐ A scribe may, at the candidate's request, read back what has been recorded

- ☐ A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate

General duties:

- ☐ Be willing to undertake OLM training and attend training sessions as required
- ☐ Maintain regular contact with the Data and Assessment Officer regarding availability
- ☐ Be aware of and comply with the policies relating to child protection, confidentiality and security.
- ☐ Be aware of the exam board regulations
- ☐ Be aware of the academy's evacuation procedure in the event of an emergency and be familiar with the emergency procedure for each examination venue
- ☐ any other duties as required by the Data and Assessment Officer