

EXAMINATIONS OFFICE

Notes for Guidance for Readers

1. Neither you nor the candidate can leave the examination room without the permission of an invigilator. The invigilators are responsible for dealing with all problems that arises e.g. sickness.
2. Neither you nor the candidate are permitted to bring mobile phones, electronic diaries, data-bank watches or other data storage units into formal examinations.
3. University calculators will be provided where necessary unless the department has made provision for the candidate to use his/her own calculator prior to the examination. You will be notified before the examination starts if this has been agreed.
4. At the end of the examination an invigilator will collect the candidate's examination booklet.
5. If the examination is finishing earlier than others in the main exam room please leave the hall quickly and quietly once your booklet has been collected. You should not enter the main auditorium if in Central Hall, please use the back stairs.
6. As a reader your duties are as follows:
 - a. You are required to read the examination question paper to the candidate.
 - b. Two copies of the exam paper are provided so that the candidate can use his/her own copy to follow what is being read. Please read the instructions on the examination paper carefully to the candidate. You may re-read the questions and instructions as many times as the candidate requests. You are not responsible for answering questions related to the nature of the questions on the examination paper. The invigilators are responsible for dealing with all questions raised by the student and will notify the paper setter.
 - c. If the candidate wishes a section to be re-read, this must be indicated by pointing to the relevant section of the examination paper.
 - d. The candidate is not permitted to ask the reader to re-read a section of the exam paper by any other means than that stated above. For example, it is not permissible to say: 'Can you read me the section about.....' This is to ensure that the candidate, not the reader, determines which material is relevant in answering the questions.
 - e. You should not talk to or otherwise distract the candidate during the examination except to carry out your duties as a reader.