**Guidance for readers and scribes (formerly called amanuenses)**

The role of a reader is to read exam materials aloud to students (e.g., the question paper and any associated data books etc plus the student’s written answers back to them as required). The role of a scribe is to read exam materials and also to write out the answers that the student dictates to them.

Neither you nor the student is allowed to use mobile telephones, smartwatches any or other devices capable of storing or displaying data (even just for timekeeping).

University calculators will be provided where necessary unless the department has made provision for the student to use their own calculator prior to the exam. You will be notified if this has been agreed.

The attendance slip is to be completed before the exam begins and left on the desk ready for collection. The student should sign the attendance slip themselves if they are physically capable of doing so.

The invigilator will read out the *Starting Instructions* to you and the student and advise when the exam is to begin.

Two copies of the exam paper are provided so that the student can use their own copy to follow what you read to them. Please read the instructions on the exam paper carefully to the student. You may re-read the questions and instructions as many times as the student requests.

If the student wishes for any section of an exam paper to be re-read, they must point to the relevant section and specify which part they are referring to. They must not ask the reader to re-read a section of the exam paper by any other means. For example, it is not permissible for the student to say “Can you read me the section about...” as this requires you to identify the relevant section (and in doing so you may inadvertently help the student).

You must not answer any questions related to the nature of the questions on the exam paper or provide any additional help to the student, for instance by clarifying the meaning of any words. If the student has any questions about the paper please alert an invigilator who will check the query with the paper setter.

You should not talk to or otherwise distract the student during the exam except to carry out your duties as a scribe or reader. Take care to be attentive to the student and remain calm at all times.

It is not your responsibility to invigilate the exam. If the student has any problems, questions, feels ill etc you must alert the invigilator.