

**EXAMINATIONS OFFICE**

**Notes for Guidance for Amanuenses**

1. The white attendance slip is to be completed before the examination begins with the candidate's examination number, examination paper reference number (top right hand corner of the front page of the examination paper), the examination paper title and desk number. The slip should be left on the desk ready for collection at the start of the exam. The candidate must sign the attendance slip.
2. Do not write the candidate's name on any part of the answer booklet. He/She will be identified only by his/her examination candidate number until marking has been completed. It is essential that you write the candidate's examination number in the space provided on the front cover and on any further booklets used. The examination number is the five or seven digit number on the back of the candidate's University Card.
3. 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.
4. Neither you nor the candidate is permitted to bring mobile phones, electronic diaries, data-bank watches or other data storage units into formal examinations.
5. 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.
6. At the end of the examination an invigilator will collect the candidate's examination booklet.
7. 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.
8. As an amanuensis your duties are as follows:
  - a. You are required to read the examination paper to the candidate and to write his/her answer in the answer booklet.
  - 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 the candidate by pointing to the relevant section on 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 are permitted to request clarification from the candidate on his/her dictation. However you are not permitted to suggest or make changes to the content of the answer on behalf of the candidate. This includes punctuation, which should also be dictated by the candidate.
- f. You are permitted to read back what you have written to the candidate and make changes to it as requested by the candidate.
- g. You must write at the candidate's pace. You are not permitted to ask the candidate to speed up the rate of dictation. You are permitted to ask the candidate to slow down the rate of dictation to that of a reasonable writing speed.
- h. You should not talk to or otherwise distract the candidate during the examination except to carry out your duties as amanuensis.