



University of Brighton

Supporting Students in Exams: Guidance for Academic Staff, Students and Support Workers

1 – Practical Arrangements to organise exam support

2 – General Advice for Students, Scribes & Readers

3 – Scribes and Students

4 – Readers and Students

1 - Practical Arrangements

- Students will have medical evidence which may include a report from an Educational Psychologist detailing support needs including exam support. This support will be discussed with the student at an interview with a member of the Disability & Dyslexia Team (D & D Team).
- The D & D Team will send a Variation Of Assessment Methods (VOAM) to the relevant Academic School which includes these exam support recommendations.
- The School must contact the D & D Team with exam details **at least 6 weeks** prior to the exam. An email should be sent to disability@brighton.ac.uk or call 01273 643799. These details must include;
 - **student name & ID number**
 - **exam subject**
 - **exam time and length - including additional time**
 - **exam location**
 - **type of support required**
- Additional time is usually 25% but this may vary depending on individual students' support needs. This will be organised by the School prior to the exam support being requested.
- **After the School's initial request for support the D & D Team will email the Student to ask the Student to confirm they wish to make use of a Scribe and/or a Reader. The Student must inform the D & D Team by a deadline given in this email or support will not be arranged for their examinations.**

- The D & D team will work to allocate a scribe/reader as requested and will email all parties - student, support worker and school - to confirm a booking has been made.
- It is the responsibility of the school to organise minor variations such as; **separate rooms which will be required with any use of a scribe and/or reader**, any use of computers and software. Also any changes necessary to the exam paper/answer sheets such as the use of different coloured paper, larger font and Language Modification of exam papers.
- It is the **responsibility of the Student and School** to contact the support worker allocated to arrange to meet, up to an hour prior to the exam, to discuss any specific arrangements and working methods. **If the support worker is not contacted by the Student/School it may result in no support being provided.**
- It is possible for the student and support worker to meet prior to the exam day to ensure everyone is confident of working methods and any specific issues can be discussed.
- Please note the support worker is not present to invigilate the examination.
- After the exam the student should sign the Monthly Support Record for the support worker to submit to the D & D Team.

2 - General Advice for students, scribes & readers

- Communication is very important. It is advisable to discuss how you are going to work together before the start of the exam. The student and scribe/reader should make arrangements to meet at least 15 minutes prior to the exam; they should discuss how they will be working together. This may have been discussed at a pre - exam meeting (see Practical Arrangements).
- It is the responsibility of the student/School to provide pens and paper.
- Students will need to provide any specialist equipment they may require - calculators, rulers etc.

3 - Scribes

A scribe is a person who on request writes down or types a student's dictated answers to questions under examination conditions.

Advice for Scribes

- Scribes should make every effort to gain the confidence of the student – good communication is important.

- Scribes should write legibly and clearly.
- Scribes should write down only answers as dictated directly by the student.
- Scribes should take the lead from the student with regard to punctuation, headings, new paragraphs etc.
- The scribe should allow the student to review and seek correction of the script and be prepared to read back what has been written if requested to do so.
- Scribes should not explain any words or questions to the student, or give an opinion as to the meaning if asked by the student.
- Scribes can ask the student to spell any complex or specialist words, if appropriate.
- Although it is the students' responsibility it is recommended the scribe should take spare pens, pencils etc into the exam.

Advice for Students

- In the majority of cases a student would be expected to draw any diagrams, graphs etc and the scribe would annotate where necessary and as directed by the student. In situations where this is not possible, the scribe and student need to be in discussion and agree prior to the start of the exam how to undertake this aspect of the work.
- You should sit close enough to your scribe to ensure that you can see everything that he/ she is writing down.
- You should speak slowly and clearly so that your scribe can hear and write at a comfortable pace. Short sentences are often easier to dictate.

4 - Readers

A Reader is a person who on request reads to the candidate the entire or any part of the exam paper and any part of the candidate's answer.

Advice for Readers

- The reader must read accurately without any explaining or clarifying.
- Readers can identify which visual material relates to which question and explain this to the student.
- Readers can be requested to spell words in the questions but not in the answers given by the candidate.
- Readers must only read what the student asks them to read and only read when the student asks them to read.

- Readers should read, as often as requested, the questions and the answers already recorded. This includes any repeat reading when requested to do so by the candidate. Repeat reading can help clarify and ensure accurate comprehension of the questions.
- If the candidate is visually impaired, the reader may help the candidate using tactile maps, diagrams, graphs and tables to obtain information the printed copies would give to a sighted candidate. For these candidates the reader should give time elapsed and time remaining information either when requested or at an agreed stage of the examination.
- In any examination with any student the reader must not advise the candidate regarding which questions to answer, when to move onto the next question and the order in which the questions should be attempted.

The use of a Reader in exams

Advice for Students

- Any reading to be done must be instructed by you to the reader. Communication is very important. It is advisable to discuss how you are going to work together with your reader before you start your exam.
- You should sit close enough to your reader to ensure that you can hear everything that he/ she is saying to you.
- You may ask the reader to read the question, any instructions on the exam paper and any of your notes and answers to the exam questions.
- Reading will include any repeat reading when you request this. Repeat reading can help clarify and ensure accurate comprehension of the questions.
- A reader is not permitted to assist with punctuation, any other grammatical advice or with any advice as to the answers you have given. They cannot provide information on which questions to answer, when to move onto the next question and the order in which the questions should be attempted.

Please also see University of Brighton [General Exam and Assessment Regulations \(GEAR\) for Taught Courses. Section G is for 'Assessment of students with a disability'](#).

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