Guidance notes on the use of a Reader and Amanuensis

1. A reader should be a person who is able to read accurately and at a reasonable speed and who should ideally have a working knowledge of the subject being examined.

2. An amanuensis should be a person who is able to produce an accurate record of the student's answers; who can write legibly and at a reasonable speed; who should ideally have a working knowledge of the subject being examined.

3. The use of a reader and/or an amanuensis, interpreter or lipspeaker should not give a student an unfair advantage, nor should it further disadvantage that student.

4. A student should, wherever possible, be given adequate practice in the use of a reader and/or amanuensis.

5. Where required, a student using a reader and/or an amanuensis may also be permitted additional time in which to complete the examination or in-class test.

6. During the examination or in-class test a reader and/or an amanuensis, interpreter or lipspeaker must not:
   a) give any factual help to the student or offer any suggestions.
   b) give advice to the student on which questions to answer or in which order.
   c) give advice to the student regarding when to move on to the next question.

7. During the examination or in-class test a reader should:
   a) read accurately and read only the rubric and questions.
   b) read, as often as requested by the student, the instructions, questions and answers already recorded.
   c) if requested by the student, give the spelling of a word which occurs in the question paper (otherwise spellings must not be given).

8. During the examination or in-class test an amanuensis should:
   a) write down answers exactly as they are dictated.
   b) require the student to provide spellings of specialist or technical terms used in his/her answer.

9. For guidance on an hourly rate of pay for a Reader or Amanuensis contact the Head of the Examination Office.

Approved at Academic Board 16 June 2004