

This guidance relates to standard, in person examinations only.
Following changes made to the format of assessments in 2020/21 because of COVID-19,
further specific updates will be communicated regarding the 2021/22 academic year.

Guidance for Readers During Examinations

The following guidelines are to be used by Readers supporting students during examinations when examination conditions apply;

- You may not start reading until authorised to do so by the examination Supervisor or Invigilator. Similarly, you must stop reading when instructed to do so.
- You may take a small screw-top bottle of water into the examination room for consumption during an examination. No other items of food or drink may be taken in.
- During the examination, you may not have in your possession any book or paper relevant to the examination unless specifically authorised.
- You must not take into an examination room any electronic calculator or other means of data storage or retrieval unless specifically authorised. Similarly, you must not have in your possession any electronic communication or audio device, including mobile telephones.
- It is not possible to leave your place during an examination except with the consent of the Supervisor or Invigilator.
- You should not talk to or otherwise distract any candidate during the examination except to carry out your duties as a reader.
- If attending a practical examination, you must comply with any safety requirements of the venue in which the examination is held.
- To assist in your duties as a reader, you may wish to familiarise yourself with the examination information for candidates which can be found online [here](#).

As a reader, your duties are as follows;

- You are required to read the examination question paper to the candidate.
- Two copies of the examination paper are provided so that the candidate can use their copy to follow what is being read. Please read the instructions 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 invigilator is responsible for dealing with all questions raised by the candidate and will notify the Examiner.
- If the candidate wishes a section to be re-read, this must be indicated by pointing to the relevant section of the examination paper.
- The candidate is not permitted to ask you to re-read a section by any other means than stated above. For example, it is not permissible for them to ask 'Can you read me the section about...'. This is to ensure that the candidate, not the reader, determines which material is relevant.