Larkmead School Casual Reader / Scribe Job Description

| **Reporting to** | The Exams Officer | **Hourly pay rate** | £10.57 |
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| **Hours of work** | By negotiation, during the months of December, January, May, June and July |

**Job Description**

**EXPERIENCE:**

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

* be flexible
* have effective communication skills, be patient and have an understanding manner
* have good attention to detail
* have sound writing and reading skills in English Language, ideally to O level / GCSE Grade C standard.
* be confident and have a reassuring presence, to candidates in exam rooms

**POST:** Casual Reader/ Scribe for Exam and Assessment Candidates

**RESPONSIBLE TO:** Under the day-to-day leadership and management of the Exams Officer

**RESPONSIBLE FOR:** Reading and/ scribing for students with an appropriate access arrangement, in examinations and assessments

**SALARY:** £10.57 per hour

**KEY RELATIONSHIPS:** Exams Officer, Invigilators, Candidates

**LOCATION:** Larkmead School, Abingdon.

**HOURS:** Variable between 08:30 and 16:00

**JOB PURPOSE:**

Under the management and guidance of the Exams Officer, to read and/or scribe during examinations or controlled assessments / non examination assessments for pupils with access arrangements in accordance the Joint Council for Qualifications (JCQ) Regulations

**Duties of a Reader**

* A reader must read the exam paper or assessment materials accurately to the candidate
* A reader may only read the instructions of the question paper(s) and questions, but must not explain or clarify questions
* A reader may repeat the instructions of the question paper, or questions, but only if the candidate requests the reader to do so
* Where an examination paper is testing reading (e.g. in English) only the instructions must be read, not individual questions or text
* A reader must abide by JCQ regulations, as failure to do so could lead to the disqualification of a candidate
* A reader must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered
* A reader must not decode any symbols and unit abbreviations
* A reader may read back, when requested, what the candidate has written
* A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given
* All Job Descriptions subject to review

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| **Duties of a Scribe**  |  |  |

* A scribe must write accurately, and at a reasonable speed, what the exam candidate has said
* A scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate’s instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper
* A scribe must abide by JCQ regulations as failure to do so could lead to the disqualification of a candidate
* A scribe must write a correction if requested to do so by the candidate
* A scribe must immediately refer any problems in communication during the examination, to the invigilator
* A scribe must not give factual help to the candidate or indicate when the answer is complete
* A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered
* A scribe may at the candidate’s request, read back what has been recorded

**General Duties**

* Attend training sessions as required
* Maintain regular contact with the Exams Office regarding availability
* Be aware of, and comply with the policies relating to child protection, confidentiality and security.
* Be aware of the exam board regulations
* Be aware of the schools evacuation procedure in the event of an emergency, and be familiar with the emergency procedure for each examination venue.