

Examinations Office

MTU (Cork)



Reader/Scribe Guidelines

An Examinations Office Reader:

- ✓ Reads words/examination questions for a student
- ✓ Only reads the examination paper instructions and questions
- ✓ Can repeat the questions as many times as a student requests
- × Cannot give students assistance with formulating their answers to the examination questions
- × Cannot assist students with the spelling of words
- × Cannot explain the meaning of words or the question
- ✓ Can read a student's answer out to them if the student asks them to
(Note, this may not be always possible if students are sharing a reader)

An Examinations Office Scribe:

- ✓ Writes for a student in their examination
- ✓ Writes exactly what a student dictates to them
- ✓ Alters and amends what they have written as requested by the Student
- × Cannot give students assistance with formulating their answers to the examination questions
- × Cannot suggest when an answer is finished
- × Cannot advise the students which questions to choose
- × Cannot suggest to the student which question they should attempt first
- × Cannot tell the student when to move onto the next question
- × Cannot assist students with the spelling of words
- × Cannot explain the meaning of words or the question but can write the word on the student's behalf
- × Cannot calculate numerical answers including using a calculator: the student must do any calculating required by the examination themselves
- ✓ Can draw maps, diagrams and graphs but can only draw exactly what the student tells them to. Cannot draw for a student if the examination is testing this skill
- ✓ Can read a student's answer out to them if the student asks them to if they are entitled to a reader