



A guide to: effective use of a reader

The candidate can

- Ask the reader to read whole or part questions
- Ask them to read back their own work
- Ask them to read questions more than once

Good Practice: ask the reader to read everything

Why?

- There may be a word that they think they know but are not 100% sure of
- Some questions can be very lengthy and having a confident person read it can help with their understanding of what is being asked

Action!

- Whilst the reader reads they can be underlining/highlighting any key words within the question.
- They can **only** use the highlighter on the exam questions/paper.

Exceptions

- In any exam the reader cannot explain the meaning of words or what the question is actually asking
- For the English Language exam a reader cannot read any of the question paper to them as this is what is being tested
- **However** - the reader can read back anything that the candidate has written
- **Plus** extra time will be given to compensate.
- Sometimes the digits or the words cannot be read - for example the question may read write 3541 in words or write two hundred and forty one in digits either way to read them would give the answer away so they cannot be read

Questions?

The two main questions that we get asked are:

- Will I be the only candidate in the room?
Probably not. But, it does not matter how many candidates there are in the room you are still entitled to have everything read to you. You must decide what you want someone to read.
- Why should I use a reader when I usually manage to read for myself?
Remember there is limited time in exams, time could be lost due to reading speed. Time where they could be writing an answer.
- If the question is a complex one then it is very easy to make a mistake and misunderstand the question, this can be less likely to happen when using a reader
- We can misread word endings when under stress and they can affect your correct response. To misread developing for developed would end up with a very different answer

Finally, encourage the candidate to ask!

There are many reasons for using a reader and be assured there are people in positions of power, entrepreneurs, famous musicians and actors who will have used readers for their exams