

Guidelines for Examination Assistants

Reader/writer Instructions

The aim of the reader/writer is to assist the candidate to overcome a learning difficulty. These are formal examinations and your job is also to ensure that examination conditions are preserved to be fair to all other candidates. This should not be the first occasion that you have met the candidate for whom you are providing assistance. You should have been involved in any internal examinations /assessments and as a part of their learning process over the year. You must only assist with the standard for which the candidate has received approval for special assessment. You will have separate accommodation from the other candidates so, unless the special conditions permit, do not allow the candidate to move around. If you feel that the candidate is not following normal procedures you should make a Special Report to the Centre Manager.

Before the Examination

Check with the Examination Centre Manager that she/he knows that you will be at the examination and that you know exactly what assistance you will be giving the candidate in the examination.

Check with the Principal's Nominee so that you can become familiar with the style of examination papers and the appropriate technical terms and specialist terms and symbols that might be used in certain subjects.

Write the NSN code of the candidate on the top of each of the unlabelled answer booklets before you begin the exam.

Read the Pre-Examination Instructions to your candidate. This is found in the front of the Instructions to Supervisors booklet.

Reader

Both you and the candidate have a copy of the examination paper.

Read the paper to the candidate clearly and at a speed that he/she can follow.

Make sure that he/she can easily hear what you are reading.

If asked to re-read instructions or a passage, do so clearly and wait to be asked to read it again. It is not your job to interpret questions or words. If you are a reader in a language examination you are only permitted to read the English language. The candidate must read the target language as that is part of the test.

Do not appear impatient if the candidate works slowly and avoid giving the candidate facial expressions or being hesitant if you see mistakes being made.

Writer

Both you and the candidate should have a copy of the examination paper.

Make sure that you are writing any answers in the answer booklets labelled for the candidate.

Write the answers for the candidate. Make sure that he/she can easily see what you are writing. Only write the words that he/she uses and in the order that he/she says them to you. It is not your job to interpret or to make suggestions about what you think should be written.

Spell the words correctly. You may add punctuation.

A candidate may sketch out a few ideas on the planning pages in the examination paper for long answers or essays.

Do not appear impatient if the candidate works slowly and avoid giving the candidate facial expressions or being hesitant if you see or hear mistakes being made.

If you are asked to re-write an answer, do so.

A writer cannot use a computer for a candidate.

If you are a writer in a language examination the candidate must spell every word and tell you of any punctuation necessary for the language. Ability to produce the target language is part of the test for the candidate.

Note:

English achievement standards 90053 at level 1, and 90721,90722 and 90723 at level 3 require the candidate to use writing conventions (e.g., spelling, paragraphing, punctuation, grammar, etc) without intrusive errors (i.e., errors of such frequency and level that they detract from the reader's ability to read fluently, understand and enjoy the piece).

The writer must ensure that the candidate contributes directly to these requirements during the examination i.e. the candidate must tell you about spelling of words, where to start paragraphs, what punctuation to include, and grammatical conventions.

Reader/Writer

Both you and the candidate should have a copy of the examination paper.

Make sure that you are writing any answers in the answer booklets labelled for the candidate.

Read and write the answers for the candidate. Make sure that he/she can easily hear and see what you are reading or writing. Read instructions clearly and only write the words that he/she uses and in the order that he/she says them.

It is not your job to interpret the question or words or to write what you think he/she is trying to say or to make suggestions about what might be written.

Spell the words correctly. You may add punctuation.

A candidate may sketch out a few ideas on working / planning paper for long answers or essays.

Do not appear impatient if the candidate works slowly and avoid giving the candidate facial expressions or being hesitant if you see or hear mistakes being made.

If you are asked to re-write an answer, do so.

A reader/writer cannot use a computer for a candidate.

If you are a reader in a language examination you are only permitted to read the English language. The candidate must read the target language as that is part of the test.

If you are a writer in a language examination the candidate must spell every word and tell you of any punctuation necessary for the language. Ability to produce the target language is part of the test for the candidate.

Note:

English achievement standards 90053 at level 1, and 90721, 90722 and 90723 at level 3 require the candidate to use writing conventions (e.g., spelling, paragraphing, punctuation, grammar, etc) without intrusive errors (i.e., errors of such frequency and level that they detract from the reader's ability to read fluently, understand and enjoy the piece).

The writer must ensure that the candidate contributes directly to these requirements during the examination i.e. the candidate must tell you about spelling of words, where to start paragraphs, what punctuation to include, and grammatical conventions.

Interpreter/Signer

The interpreter/signer must have some knowledge of the subject and an understanding of the types of questions used in the subject in order to translate accurately. Ideally, the candidate will have had some practice beforehand, and is aware of the procedures.

Thirty minutes prior to the scheduled beginning of the examination, the Examination Centre Manager will provide the interpreter/signer with a copy of the examination paper, which gives time to decide how the questions will be signed or orally communicated to the candidate.

The interpreter will be allowed to read through the paper under strict security conditions. Under no circumstances will there be any communication of any kind between the interpreter/signer and any other person about the contents of the paper.

Prior to commencing the first question, the interpreter/signer will ensure that the candidate understands the instructions concerning the particular examination involved.

The interpreter/signer will then sign/orally communicate the questions accurately and completely.

Although some rephrasing of questions will be inevitable, such rephrasing must not give the candidate an unfair advantage and care must be taken not to indicate the meaning of technical words, where the question intends to test the candidate's understanding.

The interpreter/signer will be allowed to sign or orally communicate the question up to three times. The signing or oral communication cannot be varied in any way on the second or third time.

There can be no discussion between the candidate and the interpreter/signer on:

- the question
- any request to vary the signing or oral communication of the question or
- whether the candidate has misunderstood or made a mistake.

After a question has been signed or orally communicated up to three times, the signer/interpreter will at the appropriate time move on to the next question.