

NUMBER: 6.10

TITLE: Readers and Scribes

Readers

The role of a reader is to translate printed language into oral language verbatim. One reader should be assigned to each student for the entire reading session, (eg. exam, test, class assignment). The student and reader should each have a copy of the text.

The reader should:

- review the role of the reader with the student and answer any questions about that role
- take direction from the student about how to begin the ~~exam~~ reading (for example, a student may wish to have an overview of the contents of the ~~exam~~ reading prior to beginning to write answers or may wish to use a variety of other ~~test-taking~~ strategies).
- consult with the student to determine which parts of the text to read (this may range from individual words, as requested, to the entire text).
- read passages exactly as printed
- read at a rate that is comfortable for the student, monitoring to ensure that the pace is appropriate
- read with natural tone and inflection
- reread the passage upon **request**
- reread words only as **requested**
- present a neutral manner, being careful not to indicate a correct/incorrect response
- supervise breaks if the student has been given permission to take periodic breaks

The examination reader should have:

- The examination reader should be someone who has not been working with the student on a regular basis. The reader should not be the invigilator. However, should this be unavoidable, training in invigilation procedures is required. If the reader is also the scribe, qualifications for both roles are required.
- an understanding of the distinction between the helping role of the teacher/paraprofessional and the technical role of the reader.
- adequate reading skills and knowledge of the subject area to read appropriately.
- For exams, A setting that is separate from the regular exam room should be provided. The setting should be quiet, well-lit and well-ventilated.
- after completing the exam, return the exam papers to the exam supervisor.

Scribes

The role of a scribe is to translate oral language into written language. One scribe should be assigned to each student for the entire exam. The student and scribe should each have a copy of the test, exam or assignment.

The scribe should:

- review the role of the scribe with the student and answer any questions about that role
- take direction from the student about where to begin the exam and how to proceed
- present a neutral manner, being careful not to indicate a correct/incorrect response
- use a word processor when possible to record the student's response. record the student's responses word for word
- punctuate according to the student's speech pattern when punctuation is not what is being assessed but when punctuation is assessed take direction from the student on punctuation placement.
- enable the student to see the computer screen or written response to read and edit what is recorded
- revise only upon specific request of the student

- supervise breaks in an exam setting only if the student has been given permission to take periodic breaks
- after completing the exam, return the exam papers to the exam supervisor

The examination scribe should:

- The examination scribe should be someone who has not been working with the student on a regular basis. The scribe should not be the invigilator. However, should this be unavoidable, training in invigilation procedures is required. If the scribe is also the reader, qualifications for both roles are required.
- understand the distinction between the helping role of the teacher/teacher assistant and the technical role of the scribe.
- demonstrate experience in scribing exams following the guidelines below.
- have adequate word processing skills
- have a handwriting or printing style that is legible.
- have adequate literacy skills and knowledge of the subject area to appropriately record student responses.
- A setting that is separate from the regular exam room should be provided.