
Who may not be a Reader or a Writer?

To avoid conflict of interest the role of a reader or writer or reader/writer cannot be undertaken by someone who is one of the following:

- a teacher of the subject or the candidate
- a relative of the candidate
- a friend of the candidate
- a student at the school
- a tutor
- a close family friend

ANYONE ELSE WITH A
REASONABLY CLOSE PERSONAL
RELATIONSHIP TO EITHER THE
CANDIDATE OR THEIR FAMILY.

CONTACT DETAILS

Christchurch Boys' High School

Alix McConnochie - 021 360 001



READER/WRITER INSTRUCTIONS



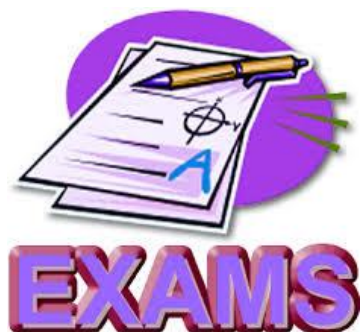
Working as a Reader/Writer

Your job as a reader/writer is to assist the student to overcome their learning difficulty during an exam. You may be reading the activity brief or questions for the student, or writing for the student, or reading and writing for the student.

The student will be nervous about their exam, so try your best to make them feel at ease.

It is a good idea to get them to look over all their papers at the start, so they have an idea of what they will be doing and can better manage their time, and it is important that they are in the driving seat and you are doing what they are asking

You **must only** do the task(s) for which the student has been approved special assessment conditions.



Reader

- You are the eyes of the student.
- As a reader, you read all information in the exam paper or resource sheets.
- Read it exactly as it is written and at a speed that the student can follow.
- You can read it as many times as the student needs - ask you to.
- You are unable to explain what any text means or offer any alternate words for words they do not understand.
- You cannot indicate with facial expressions or words that a student has an answer right or wrong.
- You cannot point to relevant information in exam that would help them.
- Please be patient if the student works slowly and keep your conversations positive and supportive.
- The student may write out a few ideas for long answers or essays in the working/ planning space in their booklet, they can then read from this.



Writer

- You are the hands for the student and you write the answers for the candidate.
- Both you and the student will have a copy of the exams papers.
- As a writer you write exactly what the student dictates to you.
- Do check with student and clarify end of sentence and paragraph.
- You cannot suggest ways to phrase things that might improve the work.
- You cannot indicate if they give an incorrect answer.
- If they realise their mistake later, you can make any changes that they want.
- A candidate may be required to draw a diagram or map etc. to show an independent command of the skill being shown. A writer may add words or labels only as directed by the student.
- Make sure the student can see what you are writing, it helps them keep track of what they are dictating to you.



