

## READERS AND WRITERS

### Rules and Procedures for the School Certificate tests and the Higher School Certificate examinations

*This leaflet should be distributed to students granted the use of a reader and/or a writer, their parents, Presiding Officers, examination supervisors, and Year 10 and Year 12 coordinators.*

#### Who can and cannot act as a reader and/or writer?

Can (✓)	Cannot (✗)
<ul style="list-style-type: none"> <li>✓ A Year 9 or Year 11 student – the Office of the Board of Studies recommends that a competent Year 9 student act as a reader/writer for a School Certificate student and a competent Year 11 student act as a reader/writer for a Higher School Certificate student. These students should be familiar with the subjects being examined.</li> <li>✓ A former student of the school.</li> <li>✓ A suitable adult.</li> <li>✓ A retired teacher.</li> </ul>	<ul style="list-style-type: none"> <li>✗ A relative of the student.</li> <li>✗ A currently employed teacher or private tutor.</li> <li>✗ A non-teaching employee at the student's school (eg teachers aide, school secretary, lab technician).</li> <li>✗ Anyone who recently taught the student.</li> <li>✗ Anyone who has a close relative sitting the <u>same test or examination</u>. For example, if the reader/writer has a close relative sitting the School Certificate tests, they cannot act as a reader/writer for another School Certificate student. They can, however, act as a reader/writer for a student sitting the Higher School Certificate examinations.</li> <li>✗ A Board-appointed examination supervisor or presiding officer..</li> </ul>

*People who act as readers and writers do so on a voluntary basis.*

#### Can the reader and writer be the same person?

Yes! If a student has been granted both a reader and a writer, the Board would expect that the same person act as both. Although it is not essential, the Board recommends that the reader and writer should be the same person in each examination where possible.

#### What qualities should a reader/writer have?

- Ability to communicate clearly in English.
- Understanding of the subject(s) being examined.
- Clear, legible handwriting (if writing for the student).
- Willingness to spend time practising with the student.
- Patience and sensitivity to the student's special needs.
- Understanding of the need to maintain confidentiality and an ability to do so.

**What a reader and writer can and cannot do.**

<b>Can (✓)</b>	<b>Cannot (✗)</b>
<p><b>Reader</b></p> <ul style="list-style-type: none"> <li>✓ Read the exam questions and any incorporated stimulus or resource material <i>as many times as the student asks them to.</i></li> <li>✓ Read the student's answers back to them.</li> <li>✓ Operate a calculator at the student's direction.</li> </ul>	<p><b>Reader</b></p> <ul style="list-style-type: none"> <li>✗ Interpret the question(s) for the student.</li> <li>✗ Advise the student in any way.</li> </ul>
<p><b>Writer</b></p> <ul style="list-style-type: none"> <li>✓ Write the student's answers exactly as dictated by the student.</li> <li>✓ Ask the student to repeat a word or sentence.</li> <li>✓ Ask the student to spell difficult or obscure words.</li> <li>✓ Punctuate and use capital letters without the specific direction of the student.</li> <li>✓ Operate a calculator at the student's direction.</li> <li>✓ Rule lines as directed by the student.</li> <li>✓ Re-read the last two sentences that have been written, to enable the student to regain their place in their work.</li> </ul>	<p><b>Writer</b></p> <ul style="list-style-type: none"> <li>✗ Interpret the question or advise the student in any way.</li> <li>✗ Make comments on the student's work.</li> <li>✗ Alter the student's work or write words that the student has not dictated.</li> <li>✗ Re-write a student's written work (ie a student cannot write out their answers and then have the writer re-write them).</li> <li>✗ Type for the student.</li> <li>✗ Draw (if the student is unable to draw, please contact the Student Examination Support Section).</li> </ul>

**What the student can and cannot do.**

<b>Can (✓)</b>	<b>Cannot (✗)</b>
<ul style="list-style-type: none"> <li>✓ Practise using a writer as often as possible before the actual examination.</li> <li>✓ Dictate his or her answers exactly as he or she wishes them to be written down.</li> <li>✓ Advise the writer when to start a new paragraph, when to put something in brackets or inverted commas, and when to underline something.</li> <li>✓ Regularly read over what the writer has written.</li> <li>✓ Make notes, essay plans or jot down ideas during the writing time.</li> <li>✓ Use a writer for part of the exam and write the other parts for themselves.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Ask to have the question interpreted.</li> </ul>

***If you have further questions, please contact the Student Examination Support Section on (02) 9367 8117 or (02) 9367 8325  
specprovs@bos.nsw.edu.au***