**Examination Assistants**

Examination Assistants are members of staff who work in the examination room in order to:

* Ensure that all University examinations are conducted in accordance with the University of Leeds rules and regulations.
* Provide candidates with every opportunity, within the rules, to complete their examinations.
* Ensure all candidates are treated in a fair and consistent manner.
* Enhance the experience of candidates who require assistance in examinations, both temporarily, and on a permanent basis.
* Make sure the examinations operate smoothly.

Examination Assistants commonly work with students who have additional exam arrangements and who sit their examinations in Special Circumstances conditions.

**Types of Examination Assistant**

There are several types of Examination Assistant, as follows:

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| Amanuensis (also known as a Scribe) | An Amanuensis is a person employed to write on behalf of a candidate in an examination. The Amanuensis will hand write answers in most cases.  |
| Reader | A Reader is a person employed to read on behalf of the candidate in the examination. The Reader will read aloud the instructions and the questions. They can also read aloud what the candidate has written. |
| Prompter | Prompters assist candidates in monitoring the passage of time in an examination so that the candidate can manage their time effectively.  |

**Examination Assistants duties**

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| Amanuensis | The Amanuensis:* **Can** hand write the answers the candidate dictates, recording these in the examination script book.
* **Cannot** ask questions, including checking spelling, nor make any comment when the candidate is dictating.
* **Cannot** give advice or influence the candidate’s answers.
* **Must** be independent and objective.
* **May not** have subject knowledge or familiarity with subject-specific terminology and spelling.
* **May** have a 15 minute break.
* **Will** also work as an invigilator in exams.

The candidate:* **Must** work within the allocated time for the examination.
* **Must** tell the Amanuensis the appropriate punctuation and spelling.
* **Must not** consult with the Amanuensis about their answers.
* **Must** check their work within the time allocated – including reading and making corrections.
* **May** choose to write their examination themselves.

The candidate and the Amanuensis should have the opportunity to meet before the examination.  |
| Reader | The Reader:* **Can** read the questions and instructions to the candidate as often as necessary.
* **Must** read the questions and instructions exactly as they are written on the question paper.
* **Can** read what the candidate has written back to them, when they have finished writing.
* **Must not** ask any questions relating to the candidate’s understanding of the examination.
* **Must not** give any advice to the candidate.
* **Must** be independent and objective.
* **May not** have subject knowledge or familiarity with subject-specific terminology and spelling.

The Candidate:* **Must** work within the allocated time for the examination.
* **Must not** consult with the Reader about their answers.
* **Must** check their work within the time allocated – including reading and making corrections.
* **May** choose to read their examination themselves.
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| Prompter | The Prompter:* **Should** alert the candidate at regular interviews that they have agreed beforehand e.g. every 10 minutes.
* **Should** alert the student as to when they should move from one task to another e.g. when a prearranged amount of time has elapsed.
* **Must not** provide any other information or assistance.

The Candidate:* **Must** agree the specific transitions and timings with the Prompter before the exam.
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If you would like further information about the individual Examination Assistant roles, please contact the Exams Office at examinations@leeds.ac.uk.

**Obtaining a recommendation for an Examination Assistant**

There are two routes for obtaining a recommendation for an Examination Assistant, depending on whether your requirements are temporary or ongoing, as follows:

**Temporary requirements**

If you require support from an Examination Assistant on a temporary basis, for example, as the result of a short-term injury such as a broken arm, you should discuss this with your School.

**Ongoing requirements**

If you require support form an Examination Assistant on an ongoing basis, as the result of a disability or long term condition, you must:

* Register with Disability Services by completing their [Sign Up Form](https://students.leeds.ac.uk/info/10710/disability_services/1065/setting_up_your_support).
* Provide Disability Services with suitable [evidence of your disability](https://students.leeds.ac.uk/info/1000033/how_to_access_support/1092/providing_your_evidence) or long term condition.
* Complete both steps before the [published deadlines](https://students.leeds.ac.uk/info/10111/examinations_and_assessment/817/alternative_exam_arrangements), usually the Friday of Week 4 of teaching in each semester.

[Disability Services](http://sandbox.leeds.ac.uk/students/info/10710/disability_services/1073/disability_services_at_leeds) will contact you to advise you of appropriate examination arrangements, including accessing support from Examination Assistants.

**How can I find out if I’ve been recommended an Examination Assistant?**

You should have received an email from Disability Services confirming your exam recommendations. However, you can also review the recommendations we have made by visiting the ‘Examination Arrangements’ area on Minerva.

To do this:

1. Go to [Minerva](http://minerva.leeds.ac.uk/)
2. Log into Student Services
3. Click on ‘Examinations’
4. Select ‘Examination Arrangements’

You will see a list of the recommendations Disability Services has made. You can find out more about checking you exam recommendations on our [website](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/817/alternative_exam_arrangements).

**Further information**

If you require further information about your exam arrangements, please contact your School or Disability Services

Disability Services

Chemistry West Building

disability@leeds.ac.uk

0113 343 3927