



BREDON  
SCHOOL



EXAMINATIONS READER / SCRIBE / INVIGILATOR  
Appointment Brief



# About Bredon School

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Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

# Appointment of Examinations Reader / Scribe / Invigilator

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**Job Title:** Examinations Reader / Scribe / Invigilator

**Responsible to:** Examinations Officer

**Hours of work:** As and when required to support examinations

## **Overview of the role:**

When required, to provide access arrangements for those students who have this in place. This will include being a 'reader', 'scribe', 'prompter', assisting word processing and supervising students who have breaks in between questions. The Examinations Officer will be available to support the invigilators.

## **Main Duties and Responsibilities:**

### **A Reader:**

- is a responsible adult who reads the instructions of the question paper and the questions to the candidate. This may involve reading the whole paper to the candidate or the candidate may request only some words to be read.
- may enable a vision impaired candidate to identify diagrams, graphs and tables but must not give factual information nor offer any suggestions, other than the information which would be available on the paper for sighted candidates;
- may read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 356 in words);
- may decode symbols and unit abbreviations in Maths and Science examinations for candidates who require this arrangement in order to access the assessment and where it reflects the candidate's current and normal way of working within the centre;
- may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given;
- may read back, when requested, what the candidate has written without any emphasis on any errors;
- must read accurately;
- must have appropriate subject knowledge in order to act effectively as a reader in Maths and Science examinations, and decode symbols and formulae with accuracy;

- must only read the instructions of the question paper and questions, and must not explain or clarify;
- must only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- must only read the instructions/rubric of a paper testing reading and must not read individual questions or text;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- must not decode any symbols in a Music examination.

#### **A Scribe:**

- is a responsible adult who, in non-examination assessments and/or in an examination but not in a Speaking Test, writes or types a candidate's dictated answers to the questions
- must write or type accurately, and at a reasonable speed, what the candidate has said;
- must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- must immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- must not give factual help to the candidate or indicate when the answer is complete;
- must not advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- may, at the candidate's request, read back what has been recorded.

### A Prompter:

- is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.
- may use the following prompts either vocally or written on a flash card such as: 'Jack - focus on the question'; 'Jack - there are 15 minutes left';
- may tap on the desk or on the candidate's arm, depending on what is normal practice, in order to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;
- may use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g. 'Jack';
- must abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- must not advise the candidate about which questions to do, or about the order in which questions should be answered;
- must not give factual help or offer any suggestions or communicate in any way other than those listed above.

# Person Specification

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	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"><li>• GCSE (Grade A*-C or equivalent) in Maths and English</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with pupils with dyslexia</li></ul>
Skills/Knowledge	<ul style="list-style-type: none"><li>• A wide knowledge of the English curriculum</li><li>• An understanding of different teaching styles and techniques</li></ul>	
Personal Attributes	<ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Flexible approach and adaptable to change</li><li>• 'Can do' attitude</li><li>• Team player</li><li>• Resourceful</li><li>• Commitment to equality and diversity</li><li>• Time management skills</li><li>• Commitment to Health and Safety</li><li>• Excellent communication skills</li><li>• Enthusiastic and approachable</li></ul>	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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