SECTION 3

PROCEDURES FOR SUPERINTENDING WHERE ACCESS TO A READER, Scribe, Tape Recorder or Word Processor has been Granted

A. Guidelines for Schools, Superintendents and the Reader where the candidate has been granted access to a Reader

A Reader is a person who, on request, will read to the candidates the entire or any part of the examination paper.

Duties of a Reader

- A person nominated as Reader should have a capacity to read the examination paper in any language subject chosen by the candidate.

- The Reader should read through the entire examination paper with the candidate, if required, ensuring that each word is heard clearly. **The Reader may not give the meanings of words, nor expand on what is written.** The candidate may ask for parts of the paper to be read again as often as may be necessary, but the Reader may not suggest or choose parts of the paper for repetition without the candidate’s direction. The Reader must not advise the candidate which questions to do, when to move onto the next question, or the order in which questions should be answered.

Guidelines for the Reader

- Read the examination aloud, speaking in a clear voice and pronounce words correctly.
- Do not choose part of the examination for repetition, without direction from the candidate.
- Do not try to solve the problems or determine the correct answers as you read, as doing so may result in an unconscious pause or change in inflection that could be misleading or disconcerting to the candidate.
- Read each question clearly. Place special emphasis on words printed in boldface, italics or capitals and inform the candidate that words are printed that way.
- Do not place your own emphasis on words not emphasised in the examination paper.
- When reading a word that is pronounced like another word with a different spelling, if there can be any doubt about which word is intended, spell the word for the candidate after you have pronounced it.
- Spell any words requested by the candidate on the examination paper only.
- In the case of multiple-choice questions place equal stress on each response option.

At the completion of the examination

- The Reader should indicate on the front cover of the script that he/she has read the paper to the candidate by writing **“I acted as Reader and read the examination paper to the candidate”** and sign appropriately.
A Scribe is a person who, in an examination, writes down a candidate’s dictated answers.

**Duties of a Scribe**

- A person nominated as Scribe should have a capacity to write legibly and have a capacity to write in any language subject chosen by the candidate and be familiar with the symbols used in Mathematics or the Sciences.

- The duty of a Scribe is to transcribe only what is dictated by the candidate. The Scribe must not advise the candidate regarding which questions to attempt, when to move on to the next question or the order in which the questions should be answered. The Scribe should write down answers exactly as they are dictated.

- Although the Scribe may read back the candidate’s responses as requested, the Scribe is not permitted to read any part of the examination paper to the candidate unless the SEC has also granted access to a Reader.

**Extra Time – Leaving Certificate**

In the case of the subjects *Irish, English, History and Geography* there is a scheme in operation to make the time element less critical in these examinations. This scheme has allocated an additional 20 minutes to all candidates. Accordingly, in these subjects, the candidate may have 10 minutes additional time over and above that shown on the published timetable, which issued to schools.

In all other subjects the candidate may have an additional 10 minutes per scheduled hour up to a maximum of 30 minutes. This is to allow for the necessary dictation and transcription.

**Extra Time – Junior Certificate and Leaving Certificate Applied**

Ten minutes extra time for each scheduled hour of examination will be allowed in order to provide for the necessary dictation and transcription.

**Completion of an examination**

- The Scribe should indicate on the front cover of the script that he/she has acted as Scribe for the candidate by writing “I acted as Scribe and wrote down the candidate’s dictated answers” and sign appropriately.

- Any work that is in the candidate’s own handwriting should be clearly marked as such by the Scribe.
C. Guidelines for Schools and Superintendents where the candidate has been granted the use of a Tape Recorder

1. The only material to be recorded on tape is the candidate’s answers. It is **not** necessary to record dialogue between Superintendent and candidate or between candidate and a Reader/Scribe if such assistance has also been granted.

   The tape-recorder should be switched on and off as required in order to avoid periods of silence on tape. This can greatly assist examiners when they are listening to tapes.

2. You, the Superintendent should instruct the candidate to ensure that his/her answers are specific and clear and to indicate on tape the question number or sub-part of the question that is being attempted, when a new question is being attempted and when all work is finished.

3. In relation to the tape-recorder or tapes used by the candidate you should:
   - Ensure that only standard audio cassettes e.g. C60, C90 are used.
   - Ensure that the tape is rewound to the start of the tape at the commencement of the examination and state clearly that this is the commencement of the examination.
   - Ensure that the candidate number, base centre number, subject and subject level are stated on the tape at the beginning of each examination.
   - Ensure that the candidate speaks with a clear voice.
   - Confirm on tape that the end of the examination session has been reached and the candidate has concluded his/her work at the examination.
   - Indicate on the tape label the sides of the tape, which have been used by the candidate. The candidate’s base centre number, candidate number, subject and subject level should also be written on the label.
   - Indicate clearly any tape or side of tape, which has not been used.

4. Where a candidate has a physical disability it may be necessary to aid the candidate by starting and stopping the tape recorder as instructed by the candidate.

5. The candidate may ask for parts of the tape to be played back to him/her in order to check responses.

**Tip:** Cleaning the heads on the tape recorder in advance is likely to give a better quality recording on tape.
D. Guidelines for Schools and Superintendents where the candidate has been granted the use of a Word Processor

**Important Notice in relation to return of scripts**

The enclosed form rawp01 must be completed by the Superintendent and returned with the script in respect of each examination where a candidate has been granted and availed of the use of a word processor.

1. Details of the computer hardware and software (including version) should be provided in advance to the SEC and confirmed by you, the superintendent, in your report at the conclusion of the examination.

2. The candidate under the supervision of the school authority must undertake to remove from any hard disk storage area all files which contain material, which might contravene the rules governing the conduct of candidates (please refer to Appendix A for further information).
   - The computer terminal used should be a standalone model, i.e. it should not be connected to a telephone line or to any form of Local Area Network (LAN). If the computer terminal has wireless capability this must be disabled in advance of the examination.
   - In particular the SEC is concerned that any files/documents/study notes being retained by the candidate on computer media are removed.
   - Where the computer facilities in use are the actual property of the school and cleaning the hard disk would involve inconvenience for the school, the SEC is prepared to allow, on application, the retention of any data which is proper to the school as distinct from the candidate. An example of this would be where the computer is in use by the school for its own administrative records.
   - **Failure to follow these instructions could expose the candidate to the imposition of penalties as provided for under the rules.**

3. An official of the SEC may call to examine the technology in use before or during the examinations.

4. The candidate should be allowed to work for the full period scheduled and any printing of final copy may be done subsequently.

5. The SEC strongly recommends that **prudent backup procedures** should operate to ensure that there is no data loss due, for example, to power interruption. If the computer software supports timed backup this facility should be enabled.
   - Frequent saving to disk or storage device and/or intermediate production of paper copy is suggested. Individual circumstances will vary depending on the sophistication of the hardware and software available.
   - Even where a hard disk is installed the candidate should copy or save data primarily to a removable media storage device e.g USB, CD/DVD etc. The hard disk of the computer may be used for backup purposes.
6. If a candidate has been granted the use of a Word Processor on the grounds of Physical Difficulty, the spelling and grammar check must be disabled during all examination sessions undertaken by the candidate. Similarly, any Auto Correct facility must be disabled.

If a candidate has been granted the use of a Word Processor on the grounds of a Specific Learning Difficulty, the spelling and grammar check may be enabled during all examination sessions undertaken by the candidate. Similarly, any Auto Correct facility may be enabled.

The grounds on which the word processor has been granted will have been confirmed to the school authority in writing in advance of the examinations.

7. The candidate will be examined based on paper copy generated by the word processing package. The candidate must, however, include with the paper copy any CD/DVD’s or USB devices used during that particular session and any paper copy generated during the examination for backup purposes. The candidate should ensure that all printed pages are numbered for example Page 1 of 10.

8. All removable media devices should be labelled with the base centre number, candidate number, subject and subject level. The removable media devices should be securely packaged before returning to the SEC to prevent damage.

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E. Guidelines for Schools and Superintendents where the candidate has been granted the use of a Sign Language Interpreter.

If you are carrying out the duty of a Sign Language Interpreter you will, on request, sign to the candidate the entire or any part of the examination paper. Your role as a Sign Language Interpreter is to present the questions in a different language without changing the meaning, adding any additional information or providing any explanation as to what the question requires of the candidate.