



# Guidelines for the use of a scribe and reader

## Overview

This document provides instructions for the use of a scribe and reader, including rules and standard behaviors that the candidate and the scribe/reader will need to follow before and during the assessment.

When applying for access arrangements a candidate should indicate on the application form that they require a scribe/reader. The candidate should ensure they have read and understood the requirements outlined in this document. Where a candidate requires a scribe and/or reader but does not have someone to fulfil the role, the IFoA may be able to support them in finding a suitable scribe/reader.

In some cases, the IFoA may need to consult with an independent specialist to establish whether the scribe/reader is suitable.

## Guidelines for a scribe and reader

- A reader should be a person who is able to read accurately and at a reasonable speed and who should ideally have a working knowledge of the subject being examined.
- A scribe/reader should be someone who:
  - Has no personal interest in the success of the candidate.
  - Is not a relative of the candidate.
  - Is not a teacher who is involved in the candidate's study of the subject.
  - Is not a candidate of the IFoA, or currently sitting IFoA assessments.
- A scribe should be a person who is able to produce an accurate record of the candidate's answers; who can write legibly and at a reasonable speed; who should be able to write actuarial terminology quickly and efficiently. A scribe should be familiar with the format necessary for the examinations.
- During the assessment a reader should:
  - Read accurately and read only the rubric and questions.
  - Read, as often as requested by the candidate, the instructions, questions and answers already recorded.
  - If requested by the candidate, give the spelling of a word which occurs in the question paper (otherwise spelling must not be given).
- During the assessment a scribe should:
  - Record accurate and legible responses dictated by the candidate.
  - Record only what the candidate has said.
  - Read back what has been dictated, as requested by the candidate.
  - Make alterations to what has been written if the candidate identifies and dictates the amendment.
  - Understand that communication between the scribe/reader and the candidate is only permitted when the scribe asks the candidate to slow the pace of dictation because they are unable to keep up, or if the scribe needs to ask for repetition of a phrase they have forgotten or words that they didn't hear or understand.
- During the assessment, the reader and/or scribe must not:
  - Give any factual help to the candidate or offer any suggestions.
  - Give advice to the candidate on which question to answer or in which order.
  - Give advice to the candidate regarding when to move on to the next question.
  - Indicate by any word or action that they think the candidate has made a mistake. This includes gesture, hesitation, speech or written word.

- Proof-read the candidate's answers.

### **Guidelines for candidates**

- For optimum performance the candidate must, wherever possible, practice in the use of a scribe/reader. It is advised that before the examination the candidate works with the scribe/reader in order to agree a method of working together, this may include completing some previous exam papers together.
- The candidate is expected to direct the scribe as to what to write and where to place the information, for example in a formula or works cited list.
- It is the candidate's responsibility to describe diagrams in detail, dictate answers clearly, ask the scribe to read what has been written down, indicate headings and paragraphing, direct the scribe about the format of presentation of the answers, clarify spellings and symbols.
- The candidate must request the reader to repeat a question when needed.