



APPLICATION PACK:

READER/SCRIBE

(casual)

Reader/Scribe (casual)

Casual hourly rate: £14.35 per hour

(Annual leave entitlement is contained within the hourly rate of pay and comprises 12.07% of the hourly rate.)

Start date: November 2026

We are seeking to add to our team of Readers/Scribes to support students during internal exams throughout the year and external exams in the summer. This support is required to meet the needs of students with disabilities and learning difficulties who require access arrangements in order to access examination materials.

In some cases, students are entitled to have a Reader, who will read the examination paper and questions aloud exactly as written. In other cases, a student may require a Scribe, who will record the student's dictated answers during the exam. Some students may be entitled to both a Reader and a Scribe and may also receive additional time.

Your role would be to carry out these approved arrangements during examinations under the direction of the SENDCo, ensuring that students are able to access the examination while maintaining the integrity of the exam process.

Applicants must have GCSEs (minimum Grade C), or equivalent qualifications, in Maths and English.

Training will be provided by the SENDCo to ensure that staff understand the responsibilities of the role and comply with the exam regulations that are set by the Joint Council for Qualifications (JCQ), which also apply to external examinations.

Please note an enhanced DBS check will be undertaken for this role.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access via <https://www.cowplainschool.co.uk/about-us/vacancies/>. If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Thursday 15th October 2026 at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



JOB DESCRIPTION

Post Title:	Reader/Scribe
Grade:	£14.35 per hour, casual <i>(Annual leave entitlement is contained within the hourly rate of pay and comprises 12.07% of the hourly rate.)</i>
Responsible to:	SENDCo

Overview

Under the management and guidance of the SENDCo, to read and/or scribe during examinations or controlled assessments for students with access arrangements in accordance the Joint Council for Qualifications (JCQ) Regulations.

Principal Responsibilities/Duties

1. 1:1 support for an individual student who is in receipt of an Exam Access Arrangement
2. Adhere to JCQ regulations
3. Ensure the specified candidate is fully aware of exam conditions and the role of the reader/scribe before the exam starts
4. Respond to candidate queries in accordance with exam regulations
5. Maintain confidentiality of information acquired in the course of undertaking duties for the School
6. Immediately refer any uncertainty or issue during the exam to the Lead Invigilator or SENDCo as appropriate
7. Respect the candidate's independence
8. To attend reader/scribe training sessions when required
9. Maintain regular contact with the SENDCo regarding availability
10. Be aware of, and comply with, the policies relating to child protection, confidentiality and security
11. Be aware of the School's evacuation procedure in the event of an emergency and be familiar with the emergency procedure for each examination venue.

Duties of a Reader

- A reader must read the exam paper or assessment materials accurately to the candidate
- A reader may only read the instructions of the question paper(s) and questions and must not explain or clarify questions
- A reader may repeat the instructions of the question paper or questions but only if the candidate requests the reader to do so
- Where an examination paper is testing reading (eg in English) only the instructions must be read not individual questions or text
- A reader 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
- A reader must not decode any symbols and unit abbreviations
- A reader may read back, when requested, what the candidate has written
- A reader may, if requested, give the spelling of a word which appears on the paper but otherwise the spellings must not be given.

Duties of a Scribe

- A scribe must write accurately, and at a reasonable speed, what the exam candidate has said
- A scribe 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
- A scribe must write a correction if requested to do so by the candidate
- A scribe must immediately refer any problems in communication during the examination to the invigilator
- A scribe must not give factual help to the candidate or indicate when the answer is complete
- A scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered
- A scribe may at the candidate's request, read back what has been recorded
- A scribe must complete the Scribe Record Sheet in accordance with JCQ regulations.

Such other duties as may reasonably be allocated by the SENDCo/Exams Manager/Principal within the purview of the post.

May 2026