

POLICY ON THE USE OF A READER IN TCE WRITTEN EXAMINATIONS

1. The use of a reader in an external examination **MUST** be approved by The Office of Tasmanian Assessment, Standards and Certification (TASC) before the examination.
2. The reader is to be provided by the candidate's school or college at their expense.
3. If possible, the reader and the candidate should be familiar with each other and the candidate should use the same reader in each examination. The reader **MUST NOT** be a parent, relative or friend of the candidate, nor can they be a teacher of the course being examined, or the course teacher.
4. The reader and the candidate should be given copies of these instructions before the examination.
5. The candidate should have practice, before the examination, in using the services of the reader. This is to be facilitated by the candidate's school or college (outside of the two week written examination period).
6. The reader must read the candidate the **EXACT** text of the examination question(s). The reader must make no other comment or use of intonation that emphasises any part of the examination question(s), nor make any interpretation of the examination question(s).
7. The reader must not discuss any matters during the examination with the candidate unless it relates to the re-reading of an examination question (e.g. if the candidate asks the reader to repeat an examination question).
8. Schools should initiate discussion with TASC before the examination if they believe there is a need for any variation from these instructions.

NOTE: The person acting in this role cannot also be the supervisor – a separate supervisor will also need to be present during the exam.