**Volunteer Role Description**

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| **Role:** | Exam Reader/Scribe/Personal Assistant |
| **Area/Department:** | Exams – all subjects (volunteers choose which subjects they feel comfortable supporting) |
| **Frequency/Hours:** | Flexible.  Mainly during May/June. Occasionally at other times of the year for mock exams and assessments.  Exams are between 1.5 – 3.5 hours long.  Availability for dates and times agreed in advance. |
| **Description:** | To support students with a visual impairment sitting exams or assessments, by working with them as their reader, scribe or practical assistant as required.  To provide a reasonable adjustment for students to be able to access their exam.  To work within the examination boards regulations and contribute to the security and integrity of the exams and assessments – training provided. |
| **Skills required:** | Ability to listen and follow instructions from the student.  Empathy with young people.  Confidence with grammar and spelling.  Ability to work within specified guidelines.  It is desirable but not essential to have some subject knowledge.  Full training will be provided. |
| **Unsupervised/**  **Supervised by:** | Exam Invigilators/Classroom Teachers |