

Guide to Using a Reader in Exams

Students who request a reader for their end of year exams are given access to Read and Write Software in a shared computer lab. Read and Write is literacy software that has the ability to read aloud text in word documents. Using headphones, students can access their exam papers in Word format on a computer in the lab and the Read and Write software will enable them to hear their questions read back to them.

Rules and Regulations:

1. Students must receive training in Read and Write before they are allowed to use the software in an exam situation.
2. Students are only permitted to use the read back feature of the software; all other features will be disabled.
3. Students are only permitted to access the Read and Write and the Word document with the exam paper on it and are not permitted to use any other programs on the computer during the exam.
4. Students may re-read the questions as many times as necessary.
5. Students only use the computer to read their exam paper. All answers must be handwritten
6. The invigilator will observe which programs and files the student accesses during the exam.
7. If a student has a technical difficulty during the exam, they should alert the invigilator straight away.
8. Students will be allowed an extra 10 minutes per hour in each exam.
9. Students may be permitted to change the background colour of screens if required. This should be supervised by the invigilator.
10. Students are bound by the UCC Examination Regulations - <http://www.ucc.ie/en/exams/procedures-regulations/regulations/DocumentFile-69723-en.pdf>