



# Guidance and procedures for the use of readers

## General guidance

A reader is a person who reads the examination questions for you (the candidate). You may be eligible to use a reader if you suffer from a disability or impairment. All candidates wishing to use a reader must provide supporting medical evidence to enable these arrangements to be put in place for them.

Under the Equality Act 2010, ICAEW's Assessment Committee is required to allow a reasonable adjustment to be made, but cannot itself provide the services of a reader. This is the responsibility of the candidate and their employer.

A reader should be a person who is able to read the examination questions correctly; who can speak clearly and accurately and at a reasonable speed; and who must not have a working knowledge of accountancy. A reader cannot, therefore, be a colleague of the candidate, nor can they be a relative of the candidate.

The reader chosen must be approved by ICAEW. Please complete the approval form on the ICAEW website and submit it to [my.icaew.com/examsonline](http://my.icaew.com/examsonline) before the closing date for access arrangement submissions for each examination attempt and at each sitting. We will send confirmation to you and / or your employer.

If, for any reason, you need to change your reader before the exam, you must notify ICAEW for approval. A replacement reader that has not been approved by ICAEW will not be allowed to attend the exam.

You must ensure that you allow sufficient time before an assessment to put arrangements for a reader in place. We recommend that you apply as soon as you know you will need a reader; the normal access arrangement deadline may not be sufficient for the complex arrangements.

A standard 30 minutes' extra exam time for use of the reader will be added to your individual time adjustment.

The use of a reader for any assessment should not give you an unfair advantage nor should it further disadvantage you.

## Guidance for the candidate

Wherever possible, you should have had experience in using a reader before the examination. The person to be approved should be available for you to practise with, especially for mock assessments. Proposed readers should therefore be aware that a substantial commitment is normally required to help you through the ICAEW assessments.

A reader can only be used if it is possible to put in place suitable arrangements for the assessment either at an assessment venue, or in some cases at your workplace or tuition provider's premises. In these cases, specific supervision is required to ensure that examination conditions are maintained throughout the assessment. Two invigilators will be assigned to the venue and an invigilator may accompany you and the reader for breaks during the assessment period.

It is your responsibility to ensure that your reader has read and understood these guidance notes before entering the exam room and complies with all ICAEW requirements.

## Guidance for the reader

During the examination, you (the reader) may not undertake any activity which might confer an advantage to the student which does not relate directly to the intent of the arrangement. The following list is not exhaustive. You:

- must not give factual help to the candidate or offer any suggestions or coaching;
- must not advise the candidate on time management, when to move on to the next question, or the order in which the questions should be answered. You must not tell the candidate how much time has passed or is left of their exam, or tell the candidate what the time is at any point during the exam unless the candidate specifically asks you to confirm the current time;
- must read questions exactly as they are written, in English;
- will not be expected to read throughout the examination as the candidate will require thinking, preparation and writing time; and
- must immediately refer any problems in communication during the examination to the invigilator.

You must provide photographic identification to the invigilator before entering the exam venue.

Failure to comply with any of the above requirements could be considered a breach of the ACA assessment regulations and be reported as misconduct.