

***POLICY***  
**READER WRITER**  
**(06.003)**

**POLICY**

Northland Polytechnic shall ensure that students with physical or learning impairments have the appropriate use of services of a reader writer for assessment and examination purposes.

**PURPOSE**

To ensure that assessment and examination policies, procedures and practices provide students with impairments with the same opportunity as their peers to achieve learning outcomes.\* Students with a physical or learning impairment which affects their ability to take examinations and assessments under the prescribed conditions may apply to take examinations and written assignments with the services of a reader writer.

**APPLICATION AND SCOPE**

This policy applies to all Northland Polytechnic programmes.

**DEFINITIONS**

- *Learning Impairment*  
A neurological processing dysfunction that leads to difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, memory (auditory long term/short term), memory (visual long term/short term), mathematics. Other terms often used in context include dyslexia, dyscalculia, dysgraphic, alexia or non-verbal learning disorder (NLD).
- *Physical Impairment*  
Sight impairment, hearing impairment, limb impairment, movement impairment

**COMPLIANCE OBLIGATIONS**

- *Human Rights Act 1993*

<b>Responsibility</b>	Director Education Services
<b>Approval dates</b>	October 2008
<b>Next Review</b>	October 2011

\*(ACHIEVE The National Post-Secondary Education Disability Network Incorporated (2004), Examinations and Assessment pg. 37 part 4.)

## OTHER RELATED DOCUMENTS

Policy: Equal Education Opportunity (05.002)  
Student Diary

## PROCEDURES AND GUIDELINES

- 1.0 A reader/writer for assessment and examination purposes will be provided for a student when the student proves they have a physical or learning impairment. The student must present supporting documentation from a medical practitioner i.e. medical certificate, or a report from a valid organisation substantiating that the student has a physical or learning impairment, injury or medical condition that does not allow them to read or write adequately for the assessment.
- 2.0 An approved reader/writer will be provided where a student is eligible for this provision.
- 3.0 **Procedure for Reader/Writer Personnel**
  - 3.1 The reader/writer will read the material as written in the assessment and cannot interpret that information for the student.
  - 3.2 The reader/writer will write only what is dictated to them by the student and will not interpret that information.
  - 3.3 On completion of the assessment or examination, the reader/writer will read back word for word what they have written, the student will correct this work as necessary and must sign off the script.
  - 3.4 Where a reader/writer is used by a student the examiner must review the time required to complete the examination and extend the time to meet the additional needs of the student i.e. rest breaks, review.

## KEYWORDS

Learning impairment  
Dyslexia  
Dyscalculia  
Alexia  
Neurological  
Dysfunction  
Non-verbal learning disorder (NLD)  
Injury  
Medical condition  
Reader/writer

**SIGNED:** R Scobie **Date:** July 2010  
**Director Institutional Quality  
under delegation from Academic  
Board**