

# *Access arrangements: application from a reader/scribe*



This form must be completed by the person wishing to act as a reader or scribe for a student at an ICAEW exam sitting.

## **Guidance notes**

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. A scribe should be a person who is able to produce an accurate record of the candidate's answers; who can type accurately and at a reasonable speed. Applicants for either role should not have a working knowledge of accountancy. Please ensure you have read the full guidance for readers and /or scribes available at [icaew.com/exams](https://www.icaew.com/exams)

Student's name

Student's ICAEW registration number

Your name and address <sup>1</sup>

Your occupation

Are you proposing to fulfil the role of reader, scribe or both?

reader                  scribe                  both

Have you previously applied to act as a reader or scribe for an ICAEW exam (either with this student or another)?

yes                          no

Nature of relationship with student <sup>2</sup>

Do you have any technical knowledge of accountancy? If 'yes' please give details

yes                          no

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1. You will be required to provide photo ID, in the name given on this form, to the invigilator at the exam.
  2. On no account may a relative of the candidate be used as a reader/scribe. A reader/scribe should not normally be a colleague of the candidate.

Have you ever been subject to disciplinary action on the grounds of misconduct in any professional or educational capacity? If 'yes' please give details

yes

no

Is there any other information you can tell us that will help us to assess your suitability to act as a reader/scribe for this student?

**Data Privacy statement - v2018/4**

The protection of personal privacy is an important concern to the ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

We will use your personal data to deliver, manage & mark your exam(s). In order to meet our student obligations to you we will share relevant personal data with external assessment, training and examination partners, your employer and with district & student societies & Regulatory bodies. If you are in a Training Agreement or an Apprenticeship we will share your results with your employer.

Your personal data may be transferred outside the European Economic area, either because this is where the exam centre you have chosen or your employer is located or because ICAEW and the partner organisations listed have individuals or offices located outside the European Economic Area supporting the delivery of exams and related processing.

For more information about our data protection policy please go to [icaew.com/dataprotection](http://icaew.com/dataprotection)

Please submit the completed form to [my.icaew.com/examsonline](http://my.icaew.com/examsonline)

Signed

Dated

DD MM YY