

# Appendix 7: Use of a prompter

## Guidance for centres, prompters and candidates

- The centre should, in consultation with the candidate, decide whether the use of a prompter is an appropriate arrangement for the candidate.
- The centre should submit a request for the use of a prompter in an external assessment in the usual way to SQA for approval.
- It is the centre's responsibility to make the necessary arrangements for the provision of a prompter. SQA is not responsible for the payment of any fees and/or expenses to a prompter.
- The centre may need to provide separate, suitable accommodation when a prompter is used. In these cases, centres should take account of the need for additional invigilation when submitting details of invigilation requirements to SQA.
- The prompter should be someone who is familiar enough with the candidate to know the difference between a real attention lapse and, for example, periods of thinking. The prompter should not have a personal interest in the success of the candidate, be a relative, close friend or a teacher who is involved in the candidate's study of the subject. There may be exceptions to this, but SQA should be consulted in these cases.
- The prompter should do no more than draw the candidate's attention back to the examination task or reduce the candidate's anxiety to allow the completion of the examination. The method used by the prompter to do this will be the method normally used during class work and agreed with the candidate eg cue cards, a verbal or physical prompt.
- The centre should ensure that the candidate and prompter are clear about the limitations of the prompter's role in the assessment situation.
- Any problems arising during an assessment must be referred immediately to the invigilator.
- The invigilator is present to ensure that guidance is followed and the assessment process is fair and valid. The invigilator should be fully informed of the methods to be used in advance of the examination. Where the invigilator has concerns regarding the appropriateness of the prompts to be used, this should be discussed immediately with SQA in order to reach agreement in advance of the assessment.