

SA.20 READER WRITER SUPPORT FOR STUDENTS

APPROVED BY	EXECUTIVE LEADERSHIP TEAM	Last reviewed	2019
REVIEW STAKEHOLDERS	▪ TE TAIRUNGI/PRINCIPAL	Published	March 2023
	▪ HEADS OF SCHOOL	Review period	3 YEARS
	▪ ACADEMIC DEAN	Next review	2026
	▪ ACADEMIC LEARNING SUPPORT		

PURPOSE

To ensure equitable, consistent and professional approach to the provision of reader/writers within the Institute.

POLICY

- 1 Any student wishing to be considered for a reader and/or writer should apply for approval to the Academic Support Team at the time of their enrolment, using the appropriate form. Any application must include a rationale and supporting documents, medical or otherwise, of relevance to the application. If applicable, a letter of support from a previous educational institute, including Secondary School detailing the Special Assessment Conditions the student was eligible for during your NCEA experience would be helpful.
- 2 The decision to have reader/writer assistance is made by a member of the Academic Support Team based on documentation provided and discussion with the student.
- 3 A member of the Academic Support Team selects, prepares and allocates reader/writers, having consideration for any prior relationship or conflict of interest.
- 4 BTI does not provide financial support for the reimbursement of reader/writers. Any associated financial cost of a reader/writer is to be met by the student.
- 5 A member of the Academic Support Team will meet with the student to provide support and clearly outline processes about the support provided. Academic Support will also give all reader/writers the handout **Instructions for Reader/Writer**, which they sign before they assist any student, as their acknowledgement that they will abide completely within these guidelines.