

INTRODUCTION AND USER GUIDE

C-Pen Exam Reader 2™

C-Pen Reader 2™



**SELF-ESTEEM AND
CONFIDENCE IMPROVES**



**STUDENTS CAN READ
ON THEIR OWN**



**INDEPENDENT LEARNING
FREES UP TEACHER TIME**



**READING CONFIDENCE
SUPPORTS COMMUNICATION**



A Guide for Staff

The Quick Start guide that comes in the box provides the basic information that you need to get started right now. Read through and find out about the basic features of the device. You may prefer to explore Scanning Pens training videos on YouTube and watch some of the case studies to give you ideas of how other schools have implemented this learning support strategy.

You may have been asked to support a 30-day trial of a C-Pen Reader 2™ or an C-Pen Exam Reader 2™ or you may have been handed a pen and asked to support a student with it. We understand that you might need to get started quickly. If you have a mobile phone to hand, scan the two QR codes below and go straight to a demonstration that will get you confidently scanning in under five minutes.

To further develop your knowledge and understanding of the potential of C-Pen Reader 2™ in the primary classroom, go to scanningpens.com and explore the resources in the Education Resources.

To get the best from the C-Pen Reader 2™, you will need to invest a little time to get started and understand how the device works.



VIDEOS

www.readerpen.com | www.examreader.com



Introduction to using your C-Pen Reader 2™



IN THE BOX YOU RECEIVE:

A C-PEN READER 2™, C-PEN EXAM
READER 2™, OR LINGOPEN™



EARPHONES



STORAGE CASE



USB CABLE



QUICK
START GUIDE

STEP 1:

Establish responsibility.

This intervention needs to be championed by someone in order for it to be fully successful.

STEP 2:

Take it out of the box.

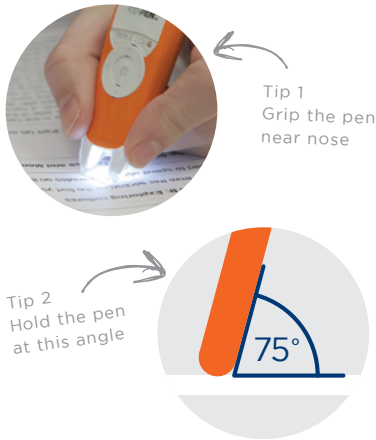
Plug it in and charge it up with the USB connector.

STEP 3:

Training time is time well spent.

Read through the Quick Start Guide.

HOLDING THE PEN



Start scanning 1/2cm before a word and finish just after.

Place your index finger along the top of the pen, resting comfortably. Place your thumb along the bottom of the pen, the rest of your finger should fall comfortably behind the device. Wave it around, got a good grip? Excellent. Not too tight and not too loose.

Now pop the front of the pen onto your paper or page, did a light come on? If so, fantastic, because that is what needs to stay on!



Left Handed - Go to the Main menus/ Settings and select Left Handed.

THE PRINTED WORD

Printed text between the font sizes of 7 and 22 can be read by C-Pen Reader 2™. Print with wider gaps between each line is fine. If the learner has a wobbly hand, use a ruler to support the action of scanning the text. If you are creating worksheets, good fonts to use are open ones like Arial, Calibri, Verdana and Comic Sans. Contrasting text on coloured paper does work, but it must be a good contrast, black ink on green, blue, or yellow paper should work well.

Scanning Choices - There are 2 modes:
Choose 'Replace' - to scan individual words
Choose 'Append' - to scan more lengthy texts
Find this option - Reader/Menu/Scan Mode - Select Append or Replace

STRATEGIES FOR USING THE PEN

These strategies are often used with primary-aged students to develop reading skills. Look at the suggestions of how to use the pen alongside these commonly used strategies. You can also use the C-Pen Reader 2™ to support sounding out, sight recognition and with overlays.



Ask the student to look at the line of text and see if they recognise any of the words.



Ask the student to try to read the sentence for themselves. Once they feel comfortable with this, use the C-Pen Reader 2™ to validate what they believe the sentence to be.



Perhaps there are words they would like to sound out. If this works for the student, encourage them to keep doing this.



Do they use an overlay? Now is the time to pop that on and see how the line of text looks.

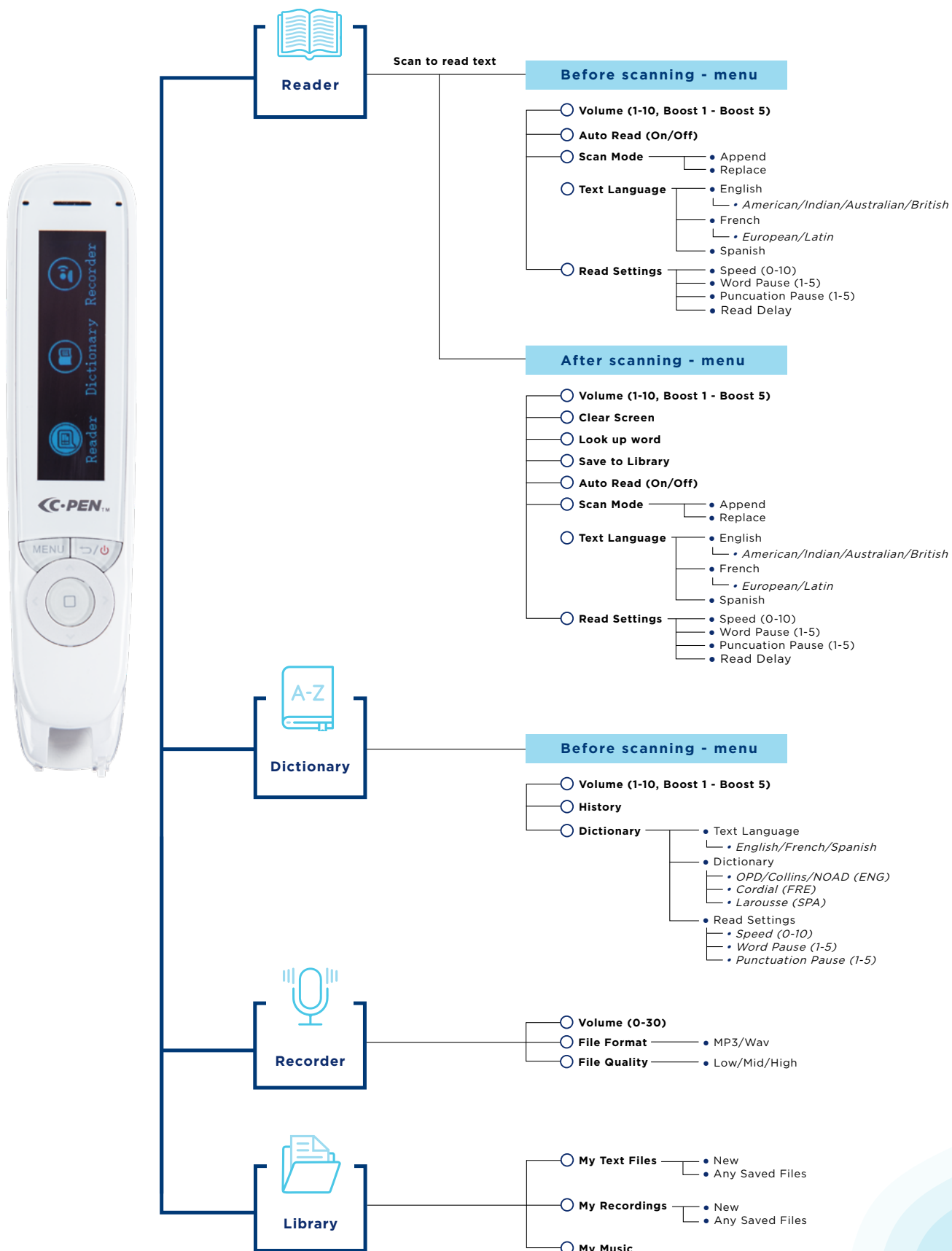


If they have identified a word they are struggling with and their other strategies are not working, use the C-Pen Reader 2™ to read that word.



Validation is one of the most important aspects and requirements for the dyslexic child. Using the C-Pen Reader 2™ will validate the student and allow them to feel proud of their achievements, while giving them confidence and the independence to keep going.

C-PEN™ **READER 2™** Set Up Menu Guide



Q: Why won't it scan properly?

- Make sure the pen is scanning at the correct angle – see page 3 of this guide.
 - Right-Handed or Left-Handed? – correct hand mode setting is important.
 - Go to menu – settings and run the wizard to get a good basic set-up
 - The camera can only see one line of text at a time – is the text too close together?
-

Q: Why provide a pen rather than a human reader?

- Keeps the student focused on the learning without distraction
 - Breaks the cycle of needing human support
 - Fosters independent learning skills
 - Provides support at the point of need
-

Q: How do I charge and maintain the pen?

- Avoid letting the pen's battery run flat and stay flat - charge with the mini USB cable
 - Our pens have a very long life in-service if charged regularly
 - Failure to charge may invalidate your warranty.
-

Q: The pen is not working – what can I do?

- Charge the pen
 - Complete a HARD reset by pressing the reset button at the back of the pen.
 - Is the automatic shut down time too short? You can change this in the settings.
 - A short automatic shut down time helps to preserve battery life.
-

Q: Is the pen just for SEN learners?

- The pen can help any learner who struggles with reading and decoding
 - It improves reading confidence regardless of the starting point
 - Low confidence learners gain an increase in self-esteem
 - Reluctant learners gain confidence in their learning abilities
 - Provides invisible support when headphones are used
 - SLCN students can listen back to a consistent voice as many times as they need
 - EAL learners can build vocabulary and word knowledge quickly and independently
-

Q: Is it a crutch or a tool?

The C-Pen Reader 2™ develops reading confidence. The Equalities Act of 2010 states that schools are responsible to provide students access to any benefit, facility or service that encourages equality. The C-Pen Reader 2™ supports equality for weak readers.


FREQUENTLY ASKED QUESTIONS

Q: Is there support on how to help student learn the pen's functions?

"The Helping Hands Detective Agency" is a resource that has been developed to help students learn how to use all of the pen's functions. You can find it on the Learning Gateway at www.scanningpens.co.uk.

You will find a raft of resources that you can download and print to help you get started using the C-Pen Reader 2™ with your learners. Look for 'Let's Go Scanning' and watch our videos.

Scanning Pens - Technology for Independent Learners



KS1	2
1	2

Two heads are better than one.
Sharing a story is much more fun.
So let's curl up with a nice big book.
I can read while you just look.

Activity: Long i sounds. Find the odd one out

find	kind	mind	tips
hide	wild	tine	flips
thin	fine	line	shine
spin	child	sign	mine

Learning Tip: Use your scanning pen to explore words with long and short vowel sounds.
Scanning Pens Tip: You can listen to a word as many times as you like. Just press the round button after scanning.

For more information visit: www.readerpen.com & www.examreader.com

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Q: Is there any training available for teachers?

Scanning Pens Education has developed carefully tailored training and support packages for teachers. You will find more information on our training and resources at www.scanningpens.co.uk/Demonstrator-Schools-Support-SPUK.html

Q: How do I get started?

Read the guide, watch the videos, spend some time gaining confidence with the C-Pen Reader 2™ yourself before introducing it to students. You won't break the device by exploring the functions or playing with it.

C-Pen Reader 2™

The C-Pen Reader 2™ is a totally portable, pocket-sized device that can be used discreetly in any classroom by using headphones. All scanning pens can be charged using a standard USB connector. Following a two hour charge they can give up to eight hours of continuous use.

Within the Reader and Reader Menu - (Quick Set) there are tools that enable the pen to be adapted for individual needs. Helpful tools include Left Hand/Right Hand switch, Word and Punctuation Pause, Speed and Volume of play back controls.

In the classroom C-Pen Reader 2™ enables the learner to independently complete the following tasks:

- read at single word, sentence or paragraph level.
- find word definitions from dictionaries including the Oxford English and Collins Dictionary.
- read text written in English, French or Spanish.
- record instructions or responses to the MP3 file/recorder.
- scan printed text from a page to a word file in a computer. (Scan to File)
- be efficient in reading, understand, keep up and be able to demonstrate their knowledge.

C-Pen Reader 2s work with digital learning platforms including laptops, iPads and Chromebooks.

C-Pen Exam Reader 2™

The use of an Orange Examination Reading Pen or a White Reader Pen that has been **LOCKED** is a School Delegated Access Arrangement permitted by the STA for:

- Mathematics, Arithmetic and Reasoning Papers
- Grammar, Spelling & Punctuation Papers
- To read **instructions** in the Reading Paper

Note: Please follow this QR code for the full Doc SATS File Note

Information presented in this format indicates an extract quote or reference from a relevant STA publication to support understanding and to signpost where specific information can be found.



The C-Pen Exam Reader 2™ and Locked Reader 2™ are School Delegated access arrangements that can be used to support **any** student who is unable to confidently read the test papers, or who may normally receive support from a human reader.

Any student may use a C-Pen Exam Reader 2™ provided it is their normal way of working in the classroom. This accommodation enables learners to be tested on their knowledge rather than their reading ability.

Page 11 of STA Regulations 3.3

English grammar, punctuation and spelling and mathematics. The equipment must not:

- read mathematical symbols in the mathematics test
- read punctuation in the English grammar, punctuation and spelling test
- have any spell-check, grammar check or predictive text functionality turned on

How can we establish the use of a Reading Pen as a normal way of working?

Before the SATs take place the student must have time to be familiar and confident with the technology by using it in the classroom.

Ensure that the pen is used for SATs preparatory tasks and activities.

Students must be taught to run the WIZARD and set up the pen for Right/Left-handed use.

USEFUL HINTS & TIPS



Turn the pen on with this button

Push the centre button to see a larger version of the highlighted word and have the word repeated

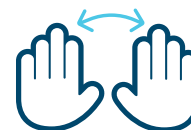
text → text



There are multiple dictionaries on the C-Pen Reader 2™

The Oxford Primary Dictionary (OPD) gives shorter, more concise word definitions compared to the Collins Dictionary

The left-hand setting swaps the screen for left-handed users and enables you to scan in either direction



The Exam Lock on the C-Pen Reader 2™ disengages the Dictionaries, the data storage, and the voice recorder

Use a ruler as a guide if your scanning is unsteady



You can check the state of the charge in System Information

The C-Pen Exam Reader 2™ is approved by Exam Boards all around the world



text → text
text

Nothing fancy!

Reads most standardised fonts

Will read font size 7-22

text → text
SIZE 7 SIZE 22

ADDITIONAL RESOURCES YOU CAN USE DURING YOUR TRIAL



Collect & Reflect



Trial Checklist

Any questions? Contact us!



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Visit www.scanningpens.co.uk for more information.