**GUIDELINES FOR STUDENTS WORKING WITH A SCRIBE AND/OR READER IN EXAMS**

**INTRODUCTION** The following guidance is provided for students also known as candidates who may be in receipt of a Scribe and/or Reader. This guide is intended to indicate what candidates can expect from a Scribe and/or Reader. A Scribe can also be referred as ‘Amanuensis’.

**GENERAL** Students need Scribes and/or Reader for a variety of reasons. They may have a temporary or ongoing disability such as mobility impairments.A Scribe is a person who writes or types for a candidate who is either unable to write or significantly restricted in his/her ability to write due to a disability. A Reader is a person who reads written text aloud either in real-time or on an audio recording for a candidate who is unable to read or significantly restricted in his/her ability to read due to a disability.

**DUTIES OF A SCRIBE The primary duties of a Scribe are to:**

* Record, accurately and legibly, responses dictated by the candidate.
* Record ONLY what the candidate has said.
* Read back what has been dictated, as requested by the candidate.
* Make alterations to what has been written if the candidate identifies and dictates the amendment.
* Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a writer and/or Reader and that the candidate should give clear instructions about their requirements.
* Act as Invigilator, ensuring that examination regulations are adhered to.

**A Scribe should not:**

* Explain any words.
* Explain any questions.
* Give advice regarding which questions to answer, in which order the questions should be answered, when to move on to the next question etc.
* Indicate by word, action or expression what they think of the candidate’s work.
* Make any changes to the candidate’s responses, although discretion may be used regarding spelling, punctuation, etc. except where technical or scientific technology is required. In such instances, the Scribe must follow detailed instructions from the candidate with regard to formulae and spelling.

**DUTIES OF A READER The primary duties of a Reader are to:**

* Read through the assessment material with the candidate, ensuring that each word is recognised.
* Only read the questions as they are written.
* Read back over parts of the assessment material as often as necessary.
* Read back any part of the candidate’s answers, as requested.
* Converse with the candidate only to clarify their instructions, if necessary, emphasising that they are there to act only as a Reader and that the candidate should give clear instructions about their requirements.
* Act as Invigilator, ensuring that examination regulations are adhered to.

**A Reader should not:**

* Give advice regarding which questions to answer, in which order the questions should be answered etc.
* Indicate by word, action or expression what they think of the candidate’s work.
* Suggest or choose which parts of the assessment material or candidate’s work to read again.
* Give the meaning of words nor amplify what is given.

**\*The duties of both a Scribe and/or Reader can vary depending on the needs of the individual candidate.**

**PRACTICE SESSION**

* If candidates are having a practice session, they are required to bring something with them that will form the basis of the session. This could be a past exam question, that the candidate could use to construct an answer to dictate to the Scribe, thus mimicking an exam situation. The object in these practice sessions is not to test the candidate’s knowledge, but to have the experience of trying out the scribing process and how this would work in an exam situation.
* In addition, candidates may wish to bring a prepared piece of work that can form the basis of a dictation before attempting the question. This will help candidates be aware of pacing issues and the rate at which a Scribe can reasonably be expected to write whilst candidate are dictating. It may be best to start with this prepared dictation and then move on to attempting a past question, to get the most out of the practice session.

**USING A SCRIBE AND/OR READER IN EXAMS** If a students’ needs assessment report recommends them to use a Scribe (Amanuensis) and/or Reader in exams, and they would like to, students/candidates must apply for this formally, following the University procedure, detailed on the Exams Team web pages.

**HOW DOES A SCRIBE DIFFER FROM A NOTE TAKER?** A Scribe will not interpret the information being given. They will write exactly what is dictated to them. Candidates will need to dictate punctuation, and instruct them when to end a sentence; use a heading; use a sub-heading; end a paragraph.

**HINTS AND TIPS**

* Candidates may be required to draw a graph or table during exam. Practise using past papers. Candidates can search for past papers on the library web pages at <http://www.library.dmu.ac.uk/Resources/ExamNet/index.php?page=35> . Decide whether candidates want to dictate the graph or table or draw it themselves;
* Scribes will not be a specialist in the candidate’s subject, and therefore may not know how to spell some of the technical vocabulary used on the course. Scribes may need to ask candidates how to spell words during the exam.

Decide how candidates want to deal with this:-

1. as the need arises, which may interrupt the work flow;
2. or whether candidates want the Scribe to write the word and mark it on the paper for the candidates to return to at the end of the exam.

* A Scribe and/or Reader will not be told why a candidate requires to use a Scribe and/or Reader in the exam, and will not assume that candidates have difficulty spelling the course’s technical vocabulary; speaking clearly;
* Check that Scribes are happy with the candidates dictation speed;
* pause to think during the exam - Scribes will not expect candidates to be dictating constantly throughout the exam;
* A Scribe will rely on the candidates for direction as to what to do throughout the exam;
* A Scribe will not discuss the question or discuss the candidate’s answer;
* Candidates may want to be able to read what the Scribe has written at stages during the exam, in which case seating position can be important. If a candidate’s Scribe and/or Reader is left-handed, candidates should sit to their right. If they are right-handed, candidates should sit to their left;
* If candidates do not want to read what is being written during the exam, candidates should make sure they sit in a position where a Scribe and/or Reader can hear them clearly.

**WHAT SHOULD BE TAKEN INTO THE EXAM?** Candidates must take all of the items they would take to the exam if they were not using a Scribe and/or Reader. A Scribe and/or Reader will not know exactly what is expected in a candidate’s subject, for example if allowed to use a calculator or etc for the exam.

**WHERE WILL THE EXAMS TAKE PLACE?** Candidates who require a Scribe and/or Reader will not sit the exams in the same room as other candidates. Exam room will not be listed on the published examination schedule for candidates who require a Scribe and/or Reader in exams. Candidates will need to contact the Exams Team in Academic Registry three days before the first exam for rooming information.

**HOW MANY PEOPLE WILL BE IN THE EXAMINATION ROOM?** There will be two people in the room - the candidate i.e. the student and the allocated Scribe and/or Reader. A Scribe and/or Reader will also act as the invigilator and ensure that the University regulations are observed.