

# **Guidelines for Scribes and Readers for Written Examinations**

## **General**

- The scribe/amanuensis/reader and the student will be in a separate room for the examination. The scribe/amanuensis/reader may also act as an invigilator. Registry will inform the scribe/amanuensis/reader of this, and provide any additional information.
- A scribe/amanuensis/reader should have a good knowledge of the subject area.
- Where possible, practice sessions should be arranged between the student and scribe/amanuensis/reader prior to the examination.
- The student should have access to the script/computer throughout the examination.
- The student may choose to handwrite/type their own script on the day of an examination, even if a scribe/amanuensis has been provided. Should a student wish to part complete the paper themselves (e.g. the scribe/amanuensis may write the majority of the answers and the student may draw diagrams, etc) then they should be allowed to do so.
- If working with a visually impaired student then the scribe/amanuensis should verbally describe any diagrams, read the script aloud and notify the student of the remaining time.
- If possible, the same scribe/amanuensis/reader should be provided for all examinations.

## **Guidelines for Students**

- The pace of dictation and writing should be discussed and agreed prior to the examination beginning where possible.
- It is the student's responsibility to dictate a response, diagram or a table clearly and at a comfortable pace for the scribe/amanuensis. The student should indicate punctuation, specify headings, paragraphing and other formatting, clarify spellings, symbol and terminology.
- The student can ask the scribe to read what has been written down.
- The student must not ask the scribe/amanuensis/reader for any guidance on the content or format of the answers.

- The student is responsible for managing their own time.
- The student is responsible for ensuring that all essential details (such as name/exam number etc) are present on their examination script.

### **Guidelines for Scribes/Amanuensis/Readers**

- Your duties may involve being a scribe or reader or both and you will be advised by the University before working with a student. You may also act as an invigilator. Registry will also advise you of this.
- The scribe/amanuensis/reader should arrive at least 15 minutes before the examination is due to commence.
- The scribe/amanuensis/reader can read instructions/exam questions as many times as required.
- A reader should read exactly what is contained on the examination paper.
- The scribe/amanuensis should produce a clear, accurate and legible script by writing down exactly what the student dictates.
- The scribe/amanuensis/reader should follow the instructions of the student.
- The scribe/amanuensis should not prompt the student, or give any information that might influence the student's response to the exam question.
- The scribe/amanuensis can ask the student for clarification on spelling, symbols, terminology or technical terms.
- The scribe should agree with the student when clarification will be sought of any spellings or technical terms; if the student finds interruption disruptive, the scribe must wait for a natural pause in the dictation to ask for clarifications.
- When both the student and scribe are uncertain of the spelling of technical terms or other words, the scribe should annotate the script to that effect.
- The student should sit in a position where they can see the paper clearly. The scribe/amanuensis should discuss this with the student to establish the best position for scribe/amanuensis and student.