

POLICY ON THE USE OF AMANUENSES AND READERS

Guidelines for Schools and Subject Examination Boards

Definitions

An amanuensis, or scribe, is someone who, in the context of an examination writes down, types or word-processes a candidate's dictated answers to questions.

A reader (in this context) is someone who is required to read aloud questions and other instructions to a candidate during an examination. NB: they may be asked to do this as many times as the student requires.

1. Procedure for Application

- 1.1 Disabled students should apply for the use of an amanuensis or a reader according to the university policy on applying for Special Examination Arrangements.
- 1.2 Special examination requirements from the Disability and Dyslexia Service which include amanuensis or reader will be notified to Registry and/or the nominated contact in the school by the Disability and Dyslexia Service. The recommendations will be inputted onto MySIS by members of the Disability and Dyslexia Service.
- 1.3 It will then be the responsibility of the school or department to organise the amanuensis or reader for the student.

2. Guidelines for Operation

- 2.1 The use of an amanuensis should neither give the student an unfair advantage nor should it disadvantage the student.
- 2.2 Additional time may be permitted for the use of an amanuensis. The amount of time will be decided on a case-by-case basis by the Disability and Dyslexia Service.
- 2.3 An amanuensis will normally be a responsible adult who is able to produce an accurate record of the student's answers. S/he must be able to write legibly, type or word-process at a reasonable speed and should ideally have a working knowledge of the subject and the terminology, but not necessarily be an expert in the subject.
- 2.4 Some students may prefer to draw their own diagrams/charts when they are required for an answer. These diagrams should be clearly labelled by the student on a separate answer book indicating to which question number the diagram belongs. For those students who have poor co-ordination the amanuensis can be requested by the student to draw the diagrams to the student's dictation.
- 2.5 An amanuensis is responsible to the Subject Examination Board or Examination Board Chair and the person appointed to act as the amanuensis must be acceptable to the Subject Examination Board or Examination Board Chair. The cost of paying the amanuensis is the responsibility of the school within which the student is based.
- 2.6 The student cannot nominate the amanuensis, but should be given the name of the amanuensis prior to the examination. **If a student uses a note-taker for coursework, this person may be considered as suitable (unless specifically mentioned as not suitable in point 2.5).**
- 2.7 On no account may a relative of the student be used as an amanuensis. Undergraduate students or family members **must not** be used as amanuenses.
- 2.8 A student should, *wherever possible*, have adequate practice in the use of an amanuensis.
- 2.9 A student using an amanuensis or reader must be accommodated in such a way that no other student is able to hear what is being dictated.
- 2.10 It is the student's responsibility to direct the amanuensis regarding the layout of the response which the student feels is appropriate.

2.11 During the examination an amanuensis:

- must neither give factual help to the student nor offer any suggestions
- must not advise the student regarding which questions to do, when to move on to the next question, or the order in which the questions should be done
- must write down, type or word process answers exactly as they are dictated
- must write, type or word-process a correction on a typescript or Braille sheet if requested to do so by the student
- may, at the student's request, read back what has been recorded
- must not expect to write throughout the examination because the student will be expected to carry out some form of planning for each response. This will be conducted by the student in the answer book provided by the Subject Examination Board or Examination Board Chair or their appointee (e.g. departmental administrator) and any rough workings crossed through before it is handed in at the end of the examination
- must accompany a student if s/he needs to leave the examination room and intends to return

**Disability and Dyslexia Service
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