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 affect.
- 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.