

Disability Services, Student Services

# Guidelines for Students using Scribes in Examinations

## What is a Scribe?

A scribe (sometimes referred to as an 'Amanuensis') is a person who writes or word processes a student's dictated answers in exams.

## Am I eligible to have a Scribe?

You will need to have a Personal Learning Support Plan (PLSP) in order to be eligible for a Scribe.

## How do I book a Scribe?

Whether or not you need a Scribe will be dependent upon the format of the assessment, for example: some students find they may need a Scribe for essay-type answers but not for multiple-choice questions.

You should liaise with the Examinations Office each semester once timetables are published to discuss your options, and to ensure the provision can be made. Disability Services will send you an email to remind you to do this!

Your School will then be advised by the Examinations Office to make the necessary arrangements for a Scribe to be provided for you for each examination as necessary.

## Before the Examination

- You should expect your Scribe to be familiar with the subject area and terminology and to have neat and legible handwriting, or, if using a computer, they should be proficient in word processing.
- You should have a practice session prior to the start of the exam period. This session should be long enough to provide you with an opportunity to practise dictating a 'typical' exam answer.
- Generally, it is reasonable for the Scribe to ask you how to spell unusual names. However, if you have dyslexia and / or another specific learning difference (SpLD), then this may not be appropriate. Your practice session is

an opportunity for you to discuss your needs and preferences, including punctuation and spelling. You may wish to bring along your Personal Learning Support Plan (PLSP).

- You should be informed which member of staff to contact if problems arise during the examination, for example, in the event of a breakdown in communication. Ordinarily this will be the person in your School who put in place the arrangements.

## During the Examination

- Arrive in good time!
- The use of a Scribe should neither advantage nor disadvantage you.
- Your Scribe will neither give you factual help nor offer any suggestions
- Your scribe will write down or keyboard answers exactly as you dictate them.
- They may, at your request, read back what has been recorded and change the recorded material as requested by you.
- They will draw or add to maps, diagrams, graphs and tables strictly in accordance with your instructions.
- You will ordinarily be entitled to an additional 25% extra time for each examination (and print off time after the finish of the examination, if a computer is used).

## Questions?

The Exams office ([examinations@bangor.ac.uk](mailto:examinations@bangor.ac.uk)) or an Adviser in Disability Services ([disabilityservice@bangor.ac.uk](mailto:disabilityservice@bangor.ac.uk)) will be able to answer any queries you may have regarding the provision of Scribes.

## Note:

For candidates requiring a Reader and a Scribe, the same person may act as both.