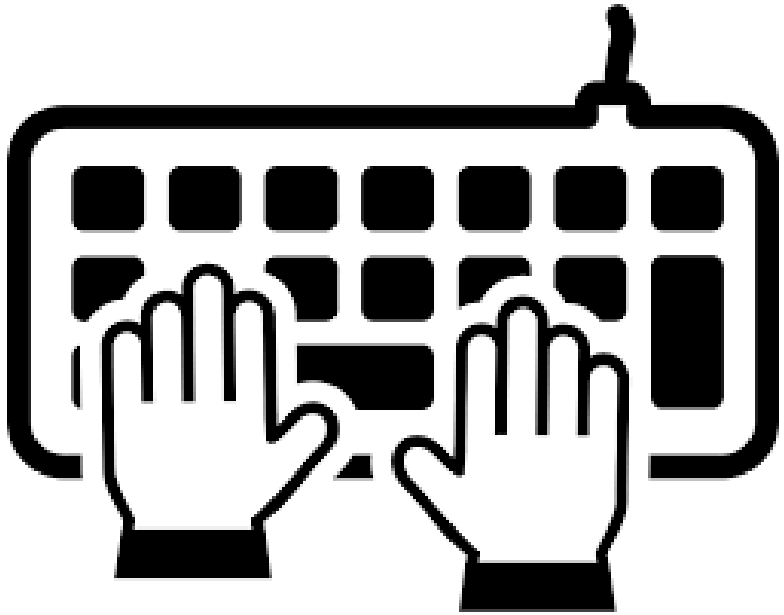


Scribe

- A **scribe** is an Access Arrangement where an adult writes or types a student's dictated answers during an exam. It is used for students with disabilities, learning difficulties, or temporary injuries who cannot write independently.
- Candidates can ask the scribe to **read back** what has been recorded.
- Sometimes, **extra time will be awarded** to allow for the time taken to dictate answers and read back responses.
- Working with a scribe takes practice. A scribe will only ever be awarded where it reflects the candidate's **normal way of working**.





A Scribe will……

- Type or write accurately, and at a reasonable speed, exactly what the candidate has said.
- Draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions (unless in a design paper).
- Write or word process a correction if requested to do so by the candidate.
- Immediately refer any problems in communication during the examination to the invigilator or examinations officer.



A Scribe will not……

- Advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered.
- Give factual help to the candidate or indicate when the answer is complete.
- Be an adult that usually works with the student in lessons/subjects.