

Guidelines for Scribe

A Scribe is provided to the student if s/he is unable to write due to disability-related reasons or injury. A Scribe transcribes the answers for a student in exams. The handwriting of a Scribe should be legible, and s/he should be able to write at a reasonable speed.

When you are assigned as a Scribe to a student by the Office of Diversity & Inclusion (ODI)

- You are encouraged to meet the student a day before the exam to discuss methods of working.
- You are not allowed to provide any academic inputs to the student during the exam.
- You should write the answers clearly and precisely the way the student dictates them. The student must be asked to dictate punctuation and spelling of technical terms.
- If requested, provide the spelling of the word which appears in the question paper.
- It would help if you drew tables, graphs, and diagrams strictly as per the student's instructions.
- You can assist with calculations if a student has difficulty using a calculator due to her/his disability. Do the calculations as instructed by the student.
- Speak to the student only if there is a problem, for example, if they are speaking too quickly or you are unable to hear their answer.
- You can read the answers back for the student, but you are not allowed to proofread them.
- Do not advise the student regarding which questions to answer and when to move to the next question.
- Ensure the student's details are filled in correctly, submit the paper to the invigilator before leaving.