

GUIDANCE FOR TEST SCRIBES

A scribe, sometimes referred to as an amanuensis, is a term used to describe someone who transcribes the answers for a test-taker during an academic test. The test-taker may be unable to write or have difficulty in producing clear text or diagrams for many different reasons. A scribe should be able to write legibly and at a reasonable speed. These guidelines are intended to give advice to people undertaking this role.

Please note these important rules:

- You are not allowed to have any factual or academic input into the test-taker's answers. You must transcribe the information provided by the test-taker strictly in accordance with their instructions.
- In the vast majority of cases, test-takers will be given extra time for their test. This will be confirmed with you, prior to the start of the test.
- All information regarding the test and test-taker should be kept confidential. Where there is a perceived breach of academic integrity, you should contact Triton Testing Center management.

Before the test:

- Before you begin the test, you may take a few minutes to discuss with the test-taker the best methods of working. We advise you to practice writing an answer dictated by the test-taker at this stage.
- You should decide how to dictate punctuation, what line spacing to use, how to set out diagrams and sketches, the layout of answers, the notation of quotations and capitalization, if appropriate. This will save time during the test and keep any misunderstandings to a minimum.

During the test:

- You should write clearly and only write down the information that is provided by the test-taker. You should not indicate when a mistake has been made nor offer information for use by the test-taker.
- You should only speak to the test-taker if there is a problem, for example, if you did not hear their answer or they are speaking too quickly.

- The test-taker may wish to proofread the answers that have been given. The test-taker may wish to do this or you may be asked to read the answers back for them. You should not proofread the work on their behalf.
- If the test-taker wishes to write sections of the answers themselves or draw diagrams, this is acceptable and you should allow them to do this.
- You must not give factual help to the test-taker or offer any suggestions.
- You should not advise the test-taker regarding which questions to do, when to move on to the next question, or the order in which the questions should be answered.
- You should write down answers exactly as they are dictated. Test-takers must be asked to provide spelling of specialist or technical terms.
- However, if requested, the scribe can give the spelling of a word which occurs on the question paper.
- You should draw or add maps, diagrams and graphs strictly in accordance with the test-taker's instructions.
- You should write in any corrections if requested to do so by the test-taker.

This guidance was adapted from the University of Westminster's "Guidance for Exam Scribes" document which can be found at <https://www.westminster.ac.uk/current-students/support-and-services/disability-learning-support/guidance-for-test-scribes>