

Exam concession: A scribe

The scribe's guide

- I am here to write/type for you in your examination
- I must write/type exactly what you say, I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
- I can't draw for you in a Design examination
- I can change what I have written/typed, but only if you ask me
- If we have problems communicating, I must tell the invigilator
- I can't give you any help with answers
- I can't suggest when an answer is finished
- I can't tell you which questions to choose
- I can't tell you when to move on to the next question
- I can't tell you which questions to do first
- If you are allowed rest breaks, I can't write/type in those breaks
- I can read back what I have written/typed, but only if you ask me

Student guide

Ask your scribe to draw on all the sources to annotate them - this could include maps, text, photographs, graphs.

Annotate the question so that you can keep your focus on the question. Tell the scribe **what** to annotate or **which words** to underline.

Ask the scribe to read back what they have written down for you so that you can hear any mistakes or make changes.

When the scribe has read back your answer and you think you have finished, ask them to read it again whilst you look at the question – have you answered the question?

For longer responses write a plan with the scribe first.