

Overview

Exam scribing services are defined as the physical act of writing or recording answers on behalf of students who are unable to do so. This service is a testing accommodation that must be pre-approved.

Who is eligible to have a Scribe?

Generally, students who have an impairment that restricts the ability to hand-write, type or maintain the posture required for writing, or students who, as a result of an impairment, present information better in oral than written form, may require an amanuensis.

This document is intended as a guide for the student in understanding the role of an examination scribe, the implications of using an examination scribe as well as the responsibility of the student when using a scribe in examinations.

The circumstances where a scribe is needed are many and varied. Candidates who may require a scribe include those who:

1. are blind or visually impaired,
2. have orthopedic impairments which affect writing,
3. tire easily or have muscle weakness,
4. have limited dexterity,
5. have a specific learning difficulty resulting in a written expression level significantly below average

Candidates with permanent disabilities, as well as those with recently acquired temporary disabilities may find a scribe an appropriate support for completing the examinations. In all cases candidates must provide appropriate medical/psychological evidence of their writing difficulties to substantiate their application for a scribe and must meet the criteria for needing a scribe.

Under such circumstances, RCCE exam would be carried out at a physical location where, Rocheston proctor would be present, apart from the candidate and the scribe, in a room.

Remember: the use of a Scribe should neither advantage nor disadvantage the student!

Multiple-Choice Exams

The scribe should confirm the student's response before recording the student's answer on the score sheet. If the scribe cannot understand a student's pattern of speech, or it is barely audible, large cards, each indicating one of the response options, can be used. The student can then choose the card that indicates the student's desired response to the test item.

Scribe Guidelines

- The scribe can be from any academic stream.
- Arrive to the exam at least fifteen minutes before the start time.
- Maintain a Positive attitude
- Adhere to all rules mentioned in the Candidate Guidelines Manual
- Scribe must neither give factual help nor offer any suggestions
- The student should be in charge of the exam, so generally you should speak only when spoken to.
- The same Scribe should not be used by another student with disability for the same subject within the same academic year
- In case of unforeseen situations leading to difficulties for the candidate (for e.g., the scribe being non-cooperative, scribe falling sick, etc.), the candidate can seek to change the Scribe. However, the process of identifying and appointing a new Scribe should be done 24 hrs before the examination date. Any change requests received lesser than 24 hrs for the examination will not be allowed
- The Examination will be conducted with the candidate, the scribe and proctor physically present at a test center.
- The candidate will bear the expenses that might arise towards the Scribe. No monetary compensation or reimbursement to the Scribe will be paid by Rocheston.

Scribe Declaration Form

Details of Candidate and Scribe:

Name of the candidate:

Name of the Scribe:

I _____
_____ (name of the disability) am appearing for the
_____ (name of the examination, course code, course title)

I do state that Mr / Ms / Mrs. _____ (name of the scribe) will provide the services of the scribe for me for the aforesaid examination.

I do undertake that his / her educational qualification is _____
(qualification of the scribe)

I do undertake that the above mentioned scribe fulfils the stipulated requirements of scribe for the aforesaid examination.

In case, subsequently it is found that the information provided by me is incorrect, any disciplinary action as decided by Rocheston Pvt. Ltd can be taken against me.

Signature of the Scribe:

Date: