**The Register of Support Providers at Queen’s University**

**Audio Typist**

**Role Purpose**

To transcribe dictation or audio recordings of interviews, lectures, classes etc for students with disabilities.

**Main Duties**

* To produce accurate word-processed copies of audio recordings.
* To have access to the necessary equipment to produce the copies (i.e., computer, printer, internet access, audio equipment, dictation software).
* To provide the student with a copy in the required format and within an agreed time frame.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

**The Register of Support Providers at Queen’s University**

**Typist**

**Role Purpose**

To word-process hand-written copies of assignments for students with disabilities.

**Main Duties**

* To produce accurate word-processed copies of handwritten assignments.
* To have access to the necessary equipment to produce the copies (i.e., computer, printer, internet access).
* To provide the student with a copy in the required format and within an agreed time frame.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

**The Register of Support Providers at Queen’s University**

**Exam Scribe Audio Typist**

**Role Purpose**

To transcribe, accurately and verbatim, a student’s dictated answers to questions in an examination situation.

**Main Duties**

* To agree in advance the most effective way of working together and have a practice session(s) if requested by the student.
* Using a computer arranged by the Exams Office, to type quickly and accurately a student’s responses to exam questions.
* To ensure that the student has sight of the exam paper to allow them to read the questions and plan their responses.
* To ensure that the student has a clear view of the computer screen so they may read the responses as they are being typed.
* To adjust the font size, style, colour and screen/background as required to meet with the student’s needs.
* To ensure that material is saved periodically and regularly.
* To bring up as required relevant sections for review and to make amendments as required.
* If a printer has been provided, to print off copies of responses as directed.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

**An Exam Scribe Audio Typist should not:**

* Use their own laptop.
* Make any comments about the questions or offer any factual assistance or suggestions.
* Explain any words, terminology or other aspects of the questions.
* Interpret or discuss the questions or the student’s answers.
* Act as a proof reader.
* Advise the student about which questions to attempt, when to move on to the next question or the order in which questions should be completed.

**The Register of Support Providers at Queen’s University**

**Audio Typist / Typist / Exam Scribe Audio Typist**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Educational and Professional Qualifications** | Essential | GCSE English Language or equivalent.  RSA Stage III Word Processing or equivalent (Typist).  RSA Stage III Audio Typing or equivalent (Audio Typist / Exam Scribe Audio Typist). |
| Desirable | Educated to A-Level standard or equivalent e.g., BTech, HND, Irish Leaving Certificates, Scottish Highers, Foundation Certificate. |
| **Previous Experience / Training** | Essential | Extensive experience of word-processing (Typist).  Experience of audio typing (Audio Typist / Exam Scribe Audio Typist). |
| Desirable | Experience of working with disabled people. |
| **Job Related Achievements** | Essential | 60 words per minute typing speed. |
| Desirable | Experience of word processing or typing in an academic discipline. |
| **Inter-personal Skills** | Essential | Good written communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Essential | Access to appropriate equipment. |
| Desirable | Flexibility over working hours. |