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

**Exam Scribe**

**Role Purpose**

To scribe dictated answers for students with disabilities in an examination situation.

**Main Duties**

* Agree in advance the most effective method of working together and have a practice session(s) if requested by the student.
* Meet with the student 20-30 minutes before the start of the examination.
* Produce, in a handwritten format, accurate, verbatim transcriptions of answers dictated by the student.
* Not assist in any way with the content or structure of the student’s examination answers.
* Work within examination conditions, following instruction from examination invigilators and 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 should not:**

* Explain any words, terminology or other aspects of the questions.
* Make any comments about the questions.
* Interpret or discuss the questions or the student’s answers.
* Act as a proof reader.
* Offer any factual assistance or suggestions.
* 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.

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**Exam Scribe**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Educated to degree level.  or Certificate in Note Taking, RSA Ill Typing / Audio Typing or equivalent. |
| **Previous Experience / Training** | Essential | Previous note-taking experience. |
| Desirable | Knowledge of the subject area.  Experience of working with disabled people.  Previous experience of scribing during examinations. |
| **Job Related Achievements** | Essential | Able to scribe accurately and quickly. |
| **Inter-personal Skills** | Essential | Excellent written communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |