

## Student Services Centre Central Exam Adjustment Factsheet (CEA)

### **Scribe or Reader**

#### For both written and mathematical exams

- A Scribe transcribes your answers to exam questions as you dictate.
- A Reader will read the exam questions and any other material clearly to you and without inference. You will write the answers yourself.
- The Scribe or Reader will also act as your invigilator unless your arrangements specify otherwise.
- These answers will either be written in the answer booklet or typed depending upon the adjustments granted by the CEA Panel.
- A Scribe will read and write for you if both functions have been agreed.
- The CEA outcome e-mail will show 'Scribe' and/or 'Reader'.
- Our Scribes and Readers are familiar with how LSE exams work. Wherever possible we will seek to allocate you somebody who has more specific subject knowledge but please be aware that this is not always possible.
- Maths Scribes and Readers are fully familiar with maths formulae, equations and numerical terminology.
- Markers are not made aware that students have used a Scribe or Reader but it is kept on record within the invigilator reports by the Exams Team.
- Candidates should, ideally, have practiced at working with a Scribe at some point prior to the exam. Successfully working with a Scribe takes practice, especially in a timed setting. The Exams Team will not arrange practice sessions as a matter of course however, if you wish to practice in advance of your exams please e-mail [exams@lse.ac.uk](mailto:exams@lse.ac.uk) and we will do our best to set up a practice session with your Scribe.
- You will need to provide appropriate revision materials for any practice session.
- Scribes will be able to write at an average speed – around 25 to 28 words per minute.
- **Scribes and Readers are not appropriate for Language Centre exams.**

## Room Allocation

- In order that the Scribe or Reader does not distract other candidates you will be allocated to a room on your own. This room may be anywhere on the LSE campus.

## In the exam room

- You should go to the room as normal where you will meet with your Scribe or Reader.
- You will spend some time before the exam begins agreeing how you will work together during the exam i.e.:
  - How you will indicate what they should and shouldn't write;
  - How you will indicate when you want something read.
- You are not required to make use of the Scribe or Reader throughout the exam. You may write in the exam booklet yourself or make use of the PC (if you have this adjustment) yourself.
- You can make rough notes yourself if you wish, or ask your Scribe to do so. All rough work must be submitted. If you do not want your rough work marked you or your Scribe must cross it out.

The responsibilities of the Reader, Scribe and student are as follows:

## Responsibilities of a Scribe

- The Scribe **will**:
  - Handwrite or type (as agreed by the CEA Panel) answers exactly as they are dictated, they will not make any corrections to grammar or sentence structure.
  - Ensure work is regularly saved if using a PC.
  - Handwrite or type, as agreed by the CEA Panel, corrections to answers if requested to do so by the student.
  - Draw or add maps, diagrams or graphs in accordance with the student's instructions.
  - Notate formulae exactly as dictated.
  - Follow the selections made by the student on any option provided, exactly as indicated.
  - Make any changes requested even if incorrect.
  - Strike through any rough work made either by the student or the Scribe under instruction from the student.
- The Scribe **may**:
  - At the student's request read back what has been recorded but will not comment on what has been written.
  - Indicate if they have any difficulty keeping up with your speed of dictation.
- The Scribe **will not**:
  - Give factual help.
  - Offer any suggestions.
  - Suggest how to organise work.

- Indicate when an answer is complete. You must tell the Scribe that you wish to move to the next question.
- Indicate which questions should be answered or, for example, suggest you are trying to answer too many questions.
- Interpret a question.
- Indicate in any way that you may have made a mistake.
- Speak other than to make normal invigilator announcements and to read back work.

## Responsibilities of a Reader

- The Reader **will**:
  - Read questions when requested.
  - Read permitted material when requested.
  - Read back your work when requested.
- The Reader **will not**:
  - Give factual help.
  - Offer any suggestions.
  - Indicate which questions should be answered or if, for example, you are trying to answer too many questions.
  - Interpret a question.
  - Indicate in any way that you may have made a mistake.

## Responsibilities of students using a Scribe or Reader

- You **must**:
  - Recognise the role of a Scribe or Reader is only to read and/or write, not to interpret and that they will do so exactly as instructed.
  - Recognise that the Scribe or Reader will not offer any advice on how to organise answers.
  - Recognise that the Scribe or Reader will not offer any advice on grammatical errors.
  - Indicate which questions should be answered.
  - For responses requiring equations the student must specify where to place figures and operands.
  - Indicate when ready to move on to the next questions/area of the paper.
- You **should**:
  - Practice working with a Scribe or Reader prior to your exam if you have not previously utilised this form of adjustment or do feel you need to practice.
  - Check all work as dictated.
  - Ensure that any amendments needed to the answers are corrected prior to the end of the exam. No amendments can be made after the exam time has finished.