



Working with a scribe

Reasonable adjustment

A scribe is a person employed by the university to write for a student during a test or exam. Use of a scribe is recommended by the student's Disability Assessment Advisor when the student, due to a disability or health condition, is unable to use their dominant hand or write for long periods.

Scribes are assigned by the Accessibility Service throughout session and during the supplementary period and by the exams department for the final exam period. Scribes will also act as the exam supervisor and reader (if required).

WHAT TO EXPECT

- Your scribe will meet you at your designated exam location. This will be a private room where you and your scribe can speak comfortably and in private.
- Most likely you will not be given the same scribe for every exam. Students are encouraged to arrive early at their exam location to meet their scribe, and clarify how the exam will be scribed, such as writing and speaking speed.
- Scribes are instructed to use your exact wording when writing, so it is important that you use clear, academic English.
- A scribe may not have the same experience as the student in a subject area, and therefore may ask for instructions on spelling certain words/symbols.
- Scribes should not provide feedback on your work or indicate the correct answer. Any scribe that does should be reported to the Accessibility Service.

STUDENTS ARE RESPONSIBLE FOR:

- Directing the scribe to complete any attendance or answer sheets throughout the exam.
- Bringing any materials needed for the exam, such as a calculator or 2B pencil.
- Directing the scribe when specific punctuation is needed, such as bullet points and new paragraphs. (Scribes will add capitals to the start of sentences, full stops and commas where needed.)
- Reviewing their work before the end of the exam time.

SCRIBES ARE RESPONSIBLE FOR:

- Ensuring the academic integrity of the exam.
- Dictating exactly as the student has spoken.
- Writing at a reasonable pace.

If you have any questions prior to the commencement of your exam, you can contact your Disability Assessment Adviser (campuswellbeing@mq.edu.au, 9850 7497) or your Disability Adjustment Liaison Officer (disability.adjustments@mq.edu.au).

FIND OUT MORE

Macquarie University NSW 2109 Australia
T: +61 (2) 9850 7497
disability.adjustments@mq.edu.au

ABN 90 952 801 237
CRICOS Provider 00002J

