



A guide to: effective use of a scribe

The candidate can... ask the scribe to write as much or as little as they want

Good Practice

Key points the candidate needs to know

- A scribe can only write what you tell them
- A scribe will write exactly what you say
- A scribe will only put capital letters and punctuation where you tell them to

How can candidates make it easier?

- At the start of the exam tell the scribe the following:
- “Every time I say full stop please put a capital letter after it”
- “When I say ‘name of text’ (e.g. ‘Lord of the Flies’) please put it in single quotes with initial capitals”
- “If say ‘author’s name’ (e.g. Robert Louis Stevenson) please give it initial capitals”
- Obviously there will be other punctuation you need to use so don’t forget your commas and semi-colons

What not to do

- The candidate must not try and enter into conversation with the person acting as their scribe
- The scribe cannot talk to the candidate except to ask the candidate to repeat something

Questions?

- Will they be the only candidate in the room?
Yes, normally. If you are entitled to a scribe then usually there will only be you, your scribe and the invigilator in the room – the invigilator may be a roving invigilator
- Can they write some things for themselves?
Yes. If you are sitting a math’s exam, for example, then you may not wish to use a scribe for the whole paper
There may be drawings or graphs that you may want to complete for yourself. However the scribe is allowed to do these under your direction, but you must be precise in your instructions

Finally

Remember there is limited time in exams, so if writing speed, or legibility is limited then marks may easily be lost because of not finishing the paper or the **examiner** cannot read the writing; they will not be used to it.