

Reader/Scribe Responsibilities

- The reader or scribe is present to support the student's needs through the following actions:
 - Reading of exam instructions and questions aloud
 - Reading of exam responses aloud
 - Writing exam responses as they have been dictated by the student
- The scribe must write exactly what the student tells them to write, and must not paraphrase or edit the student's answers.
- The student should be prepared to spell any technical words and give the main punctuation.
- Readers and scribes are instructed not to offer textual interpretations or alterations of content. They are passive participants in the reading/writing process.
- The reader/scribe should under no circumstances indicate by any word or action that he/she thinks the student has made a mistake. This includes gesture, hesitation, speech or written word.
- The reader or scribe is **not to comment on the test or give any form of input**. However, in the case of blindness or visual disability, it may be necessary for the reader to offer an explanation of the layout or appearance of a page. This is necessary if the layout of the test item involves visual elements such as pictures, graphs or complex tabular information.