



## Emergency access arrangements: Instructions for scribes

In an emergency, for example if a candidate breaks their arm, a candidate may need to use a scribe as an access arrangement. They may not be familiar with what a scribe can and cannot do. It helps candidates if they know what you, as their scribe, can and cannot do to support them during an exam. Always tell them before the exam.

Use the following instructions to tell the candidate what you can and cannot do during the exam.

- I am here to write/type for you in your exam.
- I must write/type exactly what you say.
- I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me. If you would like to draw these yourself, you are able to do so.
- I can change what I have written/typed, but only if you ask me.
- I cannot give you any help with answers.
- I cannot suggest when an answer is finished.
- I cannot tell you which questions to choose.
- I cannot tell you when to move on to the next questions.
- I cannot tell you which questions to do first.
- I cannot read the questions to you, unless you also have a human reader approved.
- If you are allowed rest breaks, I cannot write/type in those breaks.
- I can read back what I have written/typed, but only if you ask me.
- If we have problems communicating, I must tell the invigilator.