

# Guidelines for Readers and Scribes

## Who uses a Reader and/or Scribe?

Students use a reader and/or scribe to enable them to provide the professor with a true reflection of their knowledge of the course content. The reader and/or scribe also proctors the test and monitors the time.

## What is a Reader?

A reader will read the test/exam word for word while the student listens. The reader acts as the eyes for the student.

## The Reading Process

- Read the complete text to the student word for word, without adding or deleting from the text.
- Read slowly and clearly.
- Words and phrases emphasized in bold, capitals, italics, or negatives should be emphasized by voice inflection.
- Other than the point above, read with an even inflection throughout the test so that the student does not receive any clues or hints.
- It is important to read the question completely even if the student starts to respond.
- A second copy of the test will need to be made – one for the reader and one for the student. Both will go back in the envelope.

## What is a Scribe?

A scribe transcribes the words, exactly as the student has dictated, onto paper or a computer. The scribe is acting as the student's "hands".

## The Scribing Process

- Record the student's words exactly as they are dictated.
- The answers must be clear and legible.
- A scribe may ask the student, if unsure how to spell a term or word.
- For longer written sections do a draft copy and make revisions.
- Do not rephrase any answers the student has given.
- The student must read and approve the final copy; **do not** transfer your rough copy to final copy **after** the student has left.  
(Text continues on next page.)
- For lengthy sections you can use a computer to word process the student's dictation.
- Under no circumstances is a scribe to **rewrite** a student's answers.

- It is **not** the responsibility of the scribe to:
  - Correct grammar and/or spelling errors
  - Suggest material to be included in the student's answer
  - Indicate by any word or action that they think the student has made a mistake (please be careful of facial expressions and body language))
  - Answer questions about the test material
  - Interpret the meaning of the test questions (unless the student is provided clarification as an accommodation).