

Scribe cover sheet

Please read the attached notes before completing this form.			
Examination series			
Centre No			
Candidate No		Candidate name	
<i>Examination for which a scribe was used</i>			
Awarding body	Specification title	Specification entry code	Unit/ component
<p>For the examiner to apply the correct mark allocation it is essential that the following information is provided. Please place an 'X' in the appropriate box which accurately reflects how the approved application for a scribe was used. If this information is not provided we cannot guarantee that the script will be marked.</p> <ol style="list-style-type: none"> 1. The candidate used a scribe/speech recognition technology but did not dictate spellings (letter by letter) and punctuation. 2. The candidate used a scribe/speech recognition technology and dictated punctuation. 3. The candidate used a scribe/speech recognition technology and dictated spellings letter by letter. 4. The candidate used a scribe/speech recognition technology and dictated punctuation and spellings letter by letter. 5. The candidate used a word processor with the spell check enabled (switched on). 6. The candidate used a word processor with the spell check and grammar check enabled (switched on). 			
Any other comments (if appropriate)			
Were diagrams/graphs completed by the candidate or the scribe?			
The attached script/work of the above-named candidate was produced by a scribe during the examination/assessment period in accordance with the JCQ regulations.			
Scribe		Date	
Name (Please print)			
Signature			
Head of centre/Exams officer		Date	
Name (Please print)			
Signature			

<i>To be completed by the examiner or moderator</i>		
I have read the scribe cover sheet.		
I have marked the script/moderated the candidate's work in accordance with the instructions given.		
Comments (if appropriate) for awarding body attention		
Examiner/Moderator		Date
Name (Please print)		
Signature		

Notes on the completion of the Scribe cover sheet

Centre:

- **Examination scripts:** the form **must** be completed and placed inside the candidate's completed script when handwritten. Where the candidate's completed script has been typed, please refer to the relevant awarding body's instructions.
- **Non-examination assessment:** the form **must** be completed and securely attached to the front of the work. The work **must** be sent to the moderator in addition to the sample requested.
- The script/non-examination assessment **must** be produced in accordance with the regulations in **Chapter 5, section 5.7 of the JCQ publication *Access Arrangements and Reasonable Adjustments*. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
- The information required in the boxes on the form **must** be correct and complete.
- In the box marked **Comments** please indicate whether any problems were experienced with the production of the script, which should be drawn to the attention of the examiner.
- The form **must** be signed by the scribe and countersigned by the head of centre/examinations officer in order for the candidate's work to be accepted.

Scribe:

During the examination or the production of non-examination assessment, a scribe:

- **must** write or type accurately, and at a reasonable speed, what the candidate has said;
- **must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, **unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;**
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded.

N.B. Where an application for the use of a scribe is processed using *Access arrangements online*, the centre must generate a pre-populated scribe cover sheet. In such circumstances, the completed scribe cover sheet is the only document which needs to accompany the candidate's script/non-examination assessment.