

Scribes

A scribe is someone who:

- Writes or types exactly word for word what you dictate to them.
- They can also read back what you have written and can change an answer if you tell them you want it changed.
- Will only put capital letters and punctuation where you tell them to.

Further details

- At the start of the exam tell the scribe the following: “Every time I say full stop, please put a capital letter after it”.
- There will be other punctuation you need to use, so don’t forget your commas and semi-colons.
- You must not try and enter into conversation with the person acting as your scribe.
- The scribe cannot talk to you, except to ask you to repeat something.
- If you are sitting a maths 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.
- A scribe can’t explain anything or help you to choose questions or read anything from the paper (unless you also have a reader).
- Remember to dictate all punctuation or you might lose a few SPaG marks.
- If you have a scribe for MFL you would have to dictate ALL words, letter by letter, if you are answering in a foreign language.
- You might want to write for yourself in maths exams because this can be harder to dictate to a scribe.

If you also have a reader, the same person will be your scribe; they will sit with you for the whole exam.

You will be in a smaller room, probably in A Centre or the House with other pupils who may have Readers / Scribes; therefore there will be a background low level of sound, like in a quiet classroom.

You must be careful to talk very quietly so that other people don't hear what you are saying.