



University College  
of Osteopathy

# Amanuensis / Reader in Examinations Guidelines

A Guide for Students, Staff &  
Scribes / Readers

Core Documentation Cover Page

## Amanuensis / Reader in Examinations Guidelines

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	04/06/2013 Produced Approved: 07/11/2013 EESC Approved: Nov 2013 10 Day Student Consultation Period Approved: 04/12/2013 AC	To provide comprehensive guidance to amanuensis / readers to enhance current practice.	Student Support & Equality Manager	All master versions will be held in J: Core Documentation  Intranet	June 2016
V2.0	Aug 2017 PRAG Chair	Administrative Amendment to update institution name change from British School of Osteopathy to University College of Osteopathy & to amend role titles.	Student Support Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation  Intranet	Sep 2018

### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	X
Neutral equality impact (i.e. no significant effect)	
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this document, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## Amanuensis / Reader in Examinations Guidelines

### CONTENTS

1. Purpose of Guidance.....	4
2. Student Support Department– Disability Services .....	4
3. Purpose of Amanuensis (Scribe) .....	4
4. Purpose of a Reader .....	4
5. Who might need a scribe? .....	4
6. Suitability of Scribes / Readers .....	4
7. Preparation Prior to the Exam – Student Guidelines.....	5

## 1. PURPOSE OF GUIDANCE

- 1.1 The purpose of these guidelines is to provide comprehensive guidance to scribes / readers in order to ensure that due process is followed when a scribe / reader is required for an examination.

## 2. STUDENT SUPPORT DEPARTMENT– DISABILITY SERVICES

- 2.1 The Student Support Department Disability Service is based in room 3.06 on the third floor of the main UCO site. Students whose support needs require the services of a scribe or reader in exams should contact the Student Support Manager: Medical evidence or a diagnostic assessment will be required.

## 3. PURPOSE OF AMANUENSIS (SCRIBE)

- 3.1 An amanuensis may be arranged to transcribe the answers on behalf of a student who has difficulty producing handwritten or typed script. The scribe's role is to produce from dictation a handwritten or typed answer. The purpose of using a scribe is to remove the barriers that are imposed on the student to produce written or graphic material.
- 3.2 Students eligible to use a scribe/reader will (in most cases) be in receipt of a Disabled Students Allowance, funded by Student Finance England (SFE). SFE have the final decision on who can provide these services. They cannot be provided by a friend, relative, University College of Osteopathy (UCO) student or a member of faculty.

## 4. PURPOSE OF A READER

- 4.1 A reader may be arranged to read out questions for a student whose condition affects their reading ability. The purpose of using a reader is to remove barriers that are imposed by the student's disability or Special Learning Difficulty. Generally this service will be provided for students who are blind or have a learning difficulty which affects their ability to process information.

## 5. WHO MIGHT NEED A SCRIBE?

- 5.1 A scribe can be required for a range of students, but is most commonly required for students who are unable to write due to a physical difficulty, some visually impaired students, and some students with specific learning difficulties such as dyslexia, dysgraphia or dyspraxia.
- 5.2 For a visually impaired or dyslexic student, the same individual may act as a reader and as an amanuensis/scribe.

## 6. SUITABILITY OF SCRIBES / READERS

- 6.1 Due to the nature of the course ideally scribes should have some basic anatomical knowledge. However, service providers may not be able to provide someone with this particular specification, therefore a practice session prior to an exam is very important.
- 6.2 Scribes should have legible handwriting and be able to write at a speed that will allow them to keep pace with a student's dictation. Where a scribe is working electronically

they should be able to type at a reasonable speed and to maintain this pace throughout the exam. Students are not marked down in assessments for the miss-spelling of anatomical or medical terminology. All attempts should be made to spell the words correctly or at least phonetically in order to allow the script to make sense for the marker.

- 6.3 Ideally the student would have the same scribe for each exam in the same assessment period.

## 7. PREPARATION PRIOR TO THE EXAM – STUDENT GUIDELINES

- 7.1 Preparation for the use of a scribe/reader prior to an exam is the responsibility of the student. It is highly recommended to have a preparation/practice session with the scribe/reader in advance of the exam period as this is not grounds for appeal should anything go wrong with the scribe/reader. A preparation/practice session will be essential if the scribe is expected to produce graphs or diagrams on your behalf and will ensure that you can work together effectively and efficiently.
- 7.2 Students are asked to provide the scribe/reader with some practice material to review prior to the exam so that they can familiarise them self with any anatomical words and terminology.
- 7.3 Before the exam it will be necessary to agree the following with the scribe/reader and make a note of the outcome (the following questions are meant as a guide only. You may have other questions that will need to be addressed before the exam; a one hour practice session will enable you to do this):

(Scribe or Reader Support) Where will you both sit in the exam in relation to each other?
Note:
(Scribe or Reader Support) Establishing a pace with which you are both comfortable.
Note:
(Scribe Support) How are notes, on the questions and essay plans, to be made? Will you make these or will you ask the scribe to make notes for you?
Note:
(Scribe Support) Will you dictate all punctuation and spelling or do you want to give only the main punctuation and leave the rest to the Scribe's discretion? The Scribe may not be able to spell complex anatomical words. You will not be marked down for this so long as the examiner can guess it is the correct word.
Note:

(Scribe Support) What should the Scribe do if they are unsure of a word while you are in mid-flow? Should they ask you to repeat it there and then or would you prefer to come back to it at the end of the sentence or paragraph?

Note:

(Scribe Support) How will the Scribe indicate to you when they have finished writing what you have just dictated?

Note:

(Scribe or Reader Support) Do you need them to read out the script for you for checking?

Note:

(Scribe or Reader Support) Find out where the examination is taking place and arrange to meet them in good time before the exam.