



Exam Guidance for Candidates with a Scribe

When a Teaching Assistant is a Scribe in an exam or controlled assessment, they are not allowed to give you the same support that they would do in a lesson.

They can't give you any help, check your work or let you know if your answers are right or wrong.

If I have a Scribe in an exam or controlled assessment

- My Scribe can write or type for me
- My Scribe **MUST** write or type exactly what I say and this includes punctuation. I have to say the punctuation that I want to include (e.g. full stop, comma, etc.). I can do this as I answer each question
- My Scribe can't tell me which questions to choose or when to move to the next question
- My Scribe is not allowed to tell me which questions to do first
- My Scribe can draw maps, graphs and diagrams but she can only draw exactly what I tell her
- My Scribe can't help me with the answers and can't tell me when an answer is finished
- My Scribe can change what I asked her to write, more than once, but **only if I ask**
- My Scribe can read back what she has written or typed, more than once, but **only if I ask**
- If I'm allowed supervised rest breaks, my Scribe is not allowed to write or type in those breaks