

Entry Level Functional Skills

JCQ/scribe
Form 2

Scribe Cover Sheet

Please read the attached notes before completing this form.			
Academic Year			
Centre No			
Registration No		Candidate name	
<i>Examination for which a scribe was used</i>			
Awarding body	Specification title	Specification entry code	Unit/ component
<p><i>It is mandatory that all alternative reasonable adjustments/access arrangements, including but not limited to the use of a word processor, are fully explored. A detailed rationale for the selection of a scribe must be provided, accompanied by clear evidence to support this decision.</i></p> <p>Please place an 'X' in the box to confirm that the candidate used a scribe/speech recognition technology and dictated punctuation and spellings letter by letter (for the two extended writing questions). <input type="checkbox"/></p> <p>OR</p> <p>Please place an 'X' in the box to confirm that the candidate used a scribe/speech recognition technology and the spelling marks were deducted (for the two extended writing questions). <input type="checkbox"/></p> <p>For the Entry 2 and Entry 3 plural questions, please place an 'X' in the box to confirm that the candidate used a scribe/speech recognition technology and dictated spellings letter by letter. <input type="checkbox"/></p> <p>For the spelling test, please place an 'X' in the box to confirm that the candidate used a scribe/speech recognition technology and dictated spellings letter by letter. <input type="checkbox"/></p> <p>Any other comments (if appropriate). <i>For example, if the candidate has indicated their answer by pointing to the word; in the spelling test section of the exam.</i></p>			
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 assessor</i>		
I have read the scribe cover sheet.		<input type="checkbox"/>
I have marked the script/moderated the candidate's work in accordance with the instructions given.		<input type="checkbox"/>
Comments (if appropriate) for awarding body attention		
Assessor	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, 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.