

Pearson English International Certificate

**Cover sheet for Scribes and/or Practical assistants**

<b>Centre No.</b>	<b>Candidate No.</b>	<b>Candidate Name</b>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input style="width: 100%;" type="text"/>

Please read the notes before completing this form

<b>Examination Session</b> (e.g. June)	<b>Year</b> (eg, 2008)	<b>Level Code</b> (eg, 4061)	<b>Level title</b> (eg, English 1)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input style="width: 100%;" type="text"/>

<b>Access arrangement used</b> (Please select for each arrangement authorised by PLT)	Scribe <input type="checkbox"/>
	Practical Assistant <input type="checkbox"/>

**Comments** (if appropriate)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Were any Sections of the test paper completed by the candidate?**

Yes

No

**Please list those section completed by the candidate** (if appropriate)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration**

The attached copy of the above named candidate's test paper was produced by using a scribe or practical assistant during the examination period in accordance with Pearson Language Tests.

Scribe/practical assistant name \_\_\_\_\_

Scribe/practical assistant signature \_\_\_\_\_ Date \_\_\_\_\_

Head of centre/Exams Officer name \_\_\_\_\_

Head of centre/Exams Officer signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the examiner**

I have read the scribe's cover sheet and the letter giving permission for this arrangement. I have marked the test paper in accordance with the instructions given

Examiner Name \_\_\_\_\_ Examiner Number

Examiner Signature \_\_\_\_\_ Date \_\_\_\_\_

# Notes on the completion of the cover sheet for scribes and/or practical assistants.

## Centre Information

- Test papers: the form must be completed and securely attached to the front of the test paper, which must be returned in the normal way, together with the letter of agreement to use the scribe, reader and/or practical assistant. Please obscure the centre name and address if this appears in the letter of agreement.
- All sections of the form must be completed where appropriate and must be accurate.

In the comments box:

- For use of a scribe please indicate whether any problems were experienced with the production of the script, which should be drawn to the attention of the examiner.

Or

- For use of a practical assistant please indicate which tasks were performed by the practical assistant for the attention of the examiner
- The form must be signed by the scribe or practical assistant and counter-signed by the Head of centre/examinations officer in order for the script to be accepted.

## Scribe

During the test a scribe:

- **must** write down or word process accurately what the candidate has said.
- **must** abide by the regulations; failure to do so can lead to 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.
- **must not** give factual help to the candidate or indicate when the answer is complete.
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered.
- **must not** expect to write throughout the examination if supervised rest breaks have been permitted.
- **may** at the candidate's request read back what has been recorded.

## Practical Assistant

During the test a practical assistant:

- **must** perform practical tasks according to the candidate's instructions, unless the skill to be performed is the focus of the assessment, in which case the practical assistant will not be permitted, or unless the procedure would be unsafe.
- **must** immediately refer any problems in communication during the assessment to the Invigilator or Examinations Officer.
- **must** abide by the regulations; failure to do so can lead to the disqualification of the candidate.
- **must not** give factual help to the candidate or indicate when the task is complete.
- **must not** advise the candidate regarding which practical questions to do, when to move on to the next question, nor the order in which questions should be answered.
- **may** ask the candidate to repeat instructions where these are not clear.