



A SCRIBE

You are able to dictate your answers to someone who will write or type for word as you dictate to them.

If you are having help with reading too, the same person will read and write for you.

You will not be working in the main hall. There will be other students in the room with you, so please make sure that you do not disturb them by speaking so loudly that they can hear you.

The scribe will:

- Write down to type answers exactly as you dictate them
- Read back any of your answers if you ask them
- Change an answer if you ask them to write down something different.
- Strictly follow your instructions when drawing maps, diagrams and graphs (if possible it is best if you can draw maps, diagrams and graphs yourself - ask your teacher for advice on this)

The scribe cannot:

- Explain or clarify any of the paper
- Help you choose which questions to do
- Tell you when to move onto the next question
- Read any of the exam paper to you unless you have a reader or it work you already dictated.

You should:

- Dictate punctuation in English papers otherwise you may lose marks (you can dictate punctuation in other papers too)
- Dictate spelling in Modern foreign language papers when answering in the foreign language
- Consider whether you should write for yourself in Maths exams as it is hard to dictate answers in Maths.