



Scribe

A scribe writes or types a verbatim dictation of the student's responses. The scribe may also read aloud work back to the student. A Scribe may be used to transfer multiple choice test answers to a Scantron. Scribing may also be accomplished through speech-to-text software.

- Practice. Scribing is a skill that improves with practice.
- Sit so that it's easy for the student to see what you are writing or typing.
- Arrange with the student how they would like to direct you in how to scribe.
 - Students may need you to
 - scribe all answers – even circling multiple choice A, B, C, D
 - scribe only short answer or essay questions
 - scribe brief notes or outlines before scribing longer answers
 - draw diagrams, charts, or graphs according to their directions
 - use specific font, line spacing, layout, etc.
- Write clearly and only write down information that the student provides.
- Ask the student to speak up or slow down if needed.
- Remind students that, if requested you will
 - Read what you've scribed back to them.
 - Make any edits they request.
 - Spell any word that is found on the exam paper.
- Ask students to provide spelling of specialized or technical vocabulary
- Watch your body language. It is easy for non-verbal signals such as facial expressions or stance to demonstrate approval of an approach or answer, frustration or impatience, or concern.
- Ask for feedback at the end of the exam.

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- Give any factual or academic input into the student's answers.
 - Indicate when a mistake has been made or pause when something is missing.
 - Speak to the student unless there is a problem, for example you did not hear or they are speaking too quickly.
 - Insist on scribing the whole exam. The student may wish to write sections themselves and/or draw diagrams, charts, graphs, etc. themselves and/or write their own brainstorm, outlines, or key points.
 - Give advice on how to approach the test, such as which question to choose, when to move on to the next question, or any test taking strategies.
 - Share any discussions you have with the student outside of the exam setting. It's confidential.