
Policies and Procedures for Students with a Reader or a Scribe

1. Student must follow testing center procedures for scheduling and it is the student's responsibility to alert the DSS 3 days (72 hours) in advance of their scheduled exam if a scribe or physical reader is required.
2. Readers and scribes cannot assist you, check your work, or confirm or deny if an answer is correct.
3. Readers and scribes will report any student misconduct (prohibited behaviors/items, etc.) to the testing center.

Policy for Readers

1. I must make clear what I want read to me, by pointing or asking.
2. My Reader can only read the instructions, the questions and my answers
3. Instructions and questions can be repeated, more than once, but only if I make it clear what I want read to me.
4. My Reader can spell words if I ask, but only words that are already on the question/test paper.
5. My Reader is not allowed to decode mathematical and scientific symbols or unit abbreviations (e.g. 2^2 cannot be read as two squared, but the function only pointed to). I need to work out what it means myself.
6. My Reader cannot tell me which questions to choose or when to move to the next question or which question to do first.
7. My Reader can read back my answer, more than once, but only if I ask.

Policy for Scribes

1. My Scribe can write or type for me.
2. 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.
3. My Scribe can't tell me which questions to choose or when to move to the next question.
4. My Scribe is not allowed to tell me which questions to do first.
5. My Scribe can draw maps, graphs and diagrams but she can only draw exactly what I tell him/her.
6. My Scribe can't help me with the answers and can't tell me when an answer is finished.
7. My Scribe can change what I asked him/her to write, more than once, but only if I ask.
8. My Scribe can read back what he/she has written or typed, more than once, but only if I ask.
9. If I'm allowed supervised rest breaks, my Scribe is not allowed to write or type in those breaks.