

Scribe/Amanuensis or Reader

- A scribe or amanuensis will type your answers to exam questions as you dictate.
- A reader will read the exam questions and any other material to you.
- A scribe or amanuensis will read and write for you if both functions have been agreed.
- If a scribe or amanuensis is agreed then you will automatically be allocated 25% extra time.
- On ISSAs and in the IEA outcome it will show 'Scribe', 'Amanuensis' and/or 'Reader'.
- All Scribes/Amanuensis and Readers are PhD students at LSE and thus are broadly familiar with how LSE exams work and most subject matter. Wherever possible we will seek to allocate you somebody who has more specific subject knowledge but you should be aware that this is not always possible.
- The Scribe/Amanuensis or Reader will also act as your invigilator.
- Markers are not made aware that students have used a Scribe/Amanuensis or Reader but it is kept on record (as part of the invigilator reports) by the exams office who can make this information available to sub-boards on request.
- Candidates should, ideally, have practised at working with a Scribe/Amanuensis before the exam season starts. Successfully working with a Scribe/Amanuensis takes practise, especially in a timed setting. The exams office will not arrange practise sessions, if you wish to practise in advance of your exams please email examinations@lse.ac.uk and we will put you in contact with a Scribe.
- Scribes/Amanuensis will be able to write at an average speed – around 25 to 28 words per minute.
- **Scribes/Amanuensis and Readers are not appropriate for Language Centre examinations.**

Room Allocation

- In order that the Scribe/Amanuensis or Reader does not distract other candidates you will be allocated to a room on your own. This room may be anywhere on the LSE campus.

In the exam room

- You should go to the room as normal where you will meet with your Scribe/Amanuensis or Reader
- You will spend some time agreeing how you will work together during the exam i.e.
 - how you will indicate what they should and shouldn't write;
 - how you will indicate when you want something read.
- You are not required to make use of the Scribe/Amanuensis or Reader throughout the exam. If you have a Scribe/Amanuensis you can make use of the word processor yourself.
- You can make rough notes yourself if you wish, or ask your Scribe/Amanuensis to do so.
- The responsibilities of the Reader, Scribe/Amanuensis and Student are laid out overleaf.

Responsibilities of a Scribe/Amanuensis

- The Scribe/Amanuensis **will**
 - Word process answers exactly as they are dictated, they will not make any corrections to grammar or sentence structure
 - Ensure work is regularly saved
 - Word process corrections to answers if requested to do so by the student
 - Draw or add maps, diagrams or graphs in accordance with the student's instructions
 - Strike through any rough work made either by yourself or the Scribe/Amanuensis
- The Scribe/Amanuensis **may**
 - At your request read back what has been recorded but will not comment on what has been written.
 - Indicate if they have any difficulty keeping up with your speed of dictation.
- The Scribe/Amanuensis **will not**
 - Give factual help
 - Offer any suggestions
 - Suggest how to organise work
 - Indicate when an answer is complete. You must tell the Scribe/Amanuensis that you wish to move to the next question
 - Indicate which questions should be answered or if, for example, you are trying to answer too many questions
 - Interpret a question
 - Indicate in any way that you may have made a mistake
 - Speak other than to make normal invigilator announcements and to read back work

Responsibilities of a Reader

- The Reader **will**
 - Read questions when requested
 - Read permitted material when requested
 - Read back your work when requested
- The Reader **will not**
 - Give factual help
 - Offer any suggestions
 - Indicate which questions should be answered or if, for example, you are trying to answer too many questions
 - Interpret a question
 - Indicate in any way that you may have made a mistake

Responsibilities of Students using a Scribe/Amanuensis or Reader

- You **must**
 - Recognise the role of a Scribe/Amanuensis or Reader is only to read/write not to interpret and that they will do so exactly as instructed.
 - Recognise that the Scribe/Amanuensis or Reader will not offer any advice on how to organise answers.
 - Recognise that the Scribe/Amanuensis or Reader will not offer any advice on grammatical errors.
- You **should**

- Practise working with a Scribe/Amanuensis or Reader prior to your examination.