



# Instructions for scribes

It helps candidates if they know what you can and cannot do to support them during an exam. Always tell them before the exam.

If possible, give the candidate the opportunity to work with you during a school test. This will give them a good understanding of the support you can offer them in the actual exam. The following instructions clearly tell the candidate what you can and cannot do.

- I am here to write for you in your exam.
- I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me to draw.
- I cannot draw for you in a design exam.
- I can change what I have written, but only if you ask me to.
- If we have problems communicating, I must tell the invigilator.
- I cannot give you any help with answers and I cannot suggest when an answer is finished.
- I must write exactly what you say.
- I cannot tell you which question to choose.
- I cannot tell you when to move on to the next question.
- I cannot tell you which question to do first.
- If you are allowed rest breaks, I cannot write during those breaks.
- I can read back what I have written, but only if you ask me to.