

AMANUENSIS (SCRIBE) FOR EXAMINATIONS - GRADE 4

JOB DESCRIPTION – UNIVERSITY INVIGILATORS

An Amanuensis (scribe) is responsible for providing an accurate and legible handwritten record from the personal dictation of a student in examinations. Scribes may be asked to draw diagrams and read back material to the student on a one-to-one basis. Where possible the Scribe should also have an understanding of the subject area (s) they will be scribing for.

A Scribe should be able to write legibly and at a reasonable speed.

In most cases, the Amanuensis will also be required to take on the role of Invigilator in the examination/assessment.

GENERAL DUTIES & REQUIREMENTS

- To produce an accurate and legible written record of the students dictation on the examination script exactly as they are dictated and shall draw diagrams, maps and graphs only in accordance with the candidate's instructions.
- To ensure the exam script is written in a clear, legible manner for the examiner to read and is a verbatim transcription of the student's response to the examination questions.
- If jointly carrying out the role of Invigilator, ensure examination regulations are adhered to, i.e. reporting incidents such as noise disturbance or cheating.
- To liaise directly with individual students prior to examinations and partake in practice sessions at the students request.
- To read the examination questions including explaining instructions as well as reading student's responses both while "in progress" and after completion (as student directs).
- To understand and be flexible to the needs of students with disabilities and specific learning differences in a higher education environment and the boundaries that need to be observed.
- To work closely with members of the Accessibility Service team within Student Support Services and the student's department and examinations administrator as relevant.
- To engage in training relevant to the role and occasional supervision/team meetings where appropriate.

The Amanuensis shall not:

- Give factual help or offer suggestions to the candidate
- Advise the candidate on how to organise responses
- Alter the content of a candidate's given answer in ANY way
- Give any indication to the student of the appropriateness of their answer
- Give advice to the student regarding when to move on to the next question.

PERSONAL SPECIFICATION

ESSENTIAL

- GCSE English Language (Grade C or above), or equivalent
- Fast, accurate and legible handwriting and/or fast and accurate typing/keyboard skills
- Good spelling and punctuation
- Sufficient skills to cope with the area of work being followed by the student including any technical jargon
- Excellent and clear communication and listening skills
- Be reliable, punctual and respect professional boundaries at all times
- Ability to work on own initiative, independently
- Have a positive attitude towards equality and access for people with disabilities and specific learning differences
- Good knowledge of IT

DESIRABLE

- Evidence of education to degree (or equivalent) level
- Previous experience of scribing or taking note in an education environment
- Experience in the subject are required for scribing