

Memory aid for a scribe

I am here to write/type for you in your examination

I must write/type exactly what you say

**I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
I can't draw for you in a Design examination**

I can change what I have written/typed, but only if you ask me

If we have problems communicating, I must tell the invigilator

**I can't give you any help with answers
I can't suggest when an answer is finished**

**I can't tell you which questions to choose
I can't tell you when to move on to the next question
I can't tell you which questions to do first**

If you are allowed rest breaks, I can't write/type in those breaks

I can read back what I have written/typed, but only if you ask me

Centres must ensure that both invigilators and those acting as a scribe are appropriately trained and familiar with the rules detailed within section 5.7.

It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.