

POLICY ON THE USE OF A SCRIBE IN TCE WRITTEN EXAMINATIONS

1. The use of a scribe in an external examination **MUST** be approved by The Office of Tasmanian Assessment, Standards and Certification (TASC) before the examination.
2. The scribe is to be provided by the candidate's school or college at their expense.
3. If possible, the scribe and the candidate should be familiar with each other and the candidate should use the same scribe in each examination. The scribe **MUST NOT** be a parent, relative or friend of the candidate, nor can they be a teacher of the course being examined, or the course teacher.
4. The scribe and the candidate should be given copies of these instructions before the examination.
5. The candidate should have practice, before the examination, in using the services of the scribe. This is to be facilitated by the candidate's school or college (outside of the two week written examination period).
6. The scribe must write the **EXACT** text as communicated by the candidate orally, through interpreted sign language, by finger spelling, or any other appropriate medium. The candidate must provide punctuation marks, sentence ends and paragraph beginnings. The scribe must write no other text and not go beyond the candidate's communication.
7. The scribe must not discuss any matters during the examination with the candidate unless it relates to the re-reading of an examination answer (e.g. the scribe asks the candidate to repeat a sentence).
8. Schools should initiate discussion with TASC before the examination if they believe there is a need for any variation from these instructions.

NOTE: The person acting in this role cannot also be the supervisor – a separate supervisor will also need to be present during the exam.