



GUIDANCE AND PROCEDURES FOR THE USE OF SCRIBES

General guidance

A scribe (also known as an amanuensis) is a person who writes/types down a candidate's dictated answers to questions. You (the candidate) may be eligible to use a scribe if you suffer from a disability or impairment. All candidates wishing to use a scribe must provide supporting medical evidence to enable these arrangements to be put in place for them.

Under the Equality Act 2010, ICAEW's Assessment Committee is required to allow a reasonable adjustment to be made, but cannot itself provide the services of a scribe. This is the responsibility of a candidate and their employer.

A scribe should be a person who is able to produce an accurate record of your answers; who can write/type legibly and at a reasonable speed; and who must not have a working knowledge of accountancy. A scribe therefore cannot be a colleague of the candidate, nor can they be a relative of the candidate.

If you are awarded the use of a scribe alongside a computer you may choose to type some of your assessment and only use the scribe for certain sections. You must not write, type or read while the scribe is typing.

You must inform ICAEW of the name of the intended scribe. The scribe chosen must be approved by ICAEW. Please complete the approval form on the ICAEW website and upload it to my.icaew.com/examsonline by the exam entry deadline of your chosen exam session, we will send confirmation to you once your scribe has been approved.

If, for any reason, you need to change your scribe before the exam, you must notify ICAEW for approval. A replacement scribe that has not been approved by ICAEW will not be allowed to attend the exam.

You must ensure that you allow sufficient time before an assessment to put arrangements for a scribe in place. We recommend that you apply as soon as you know you will need a scribe, to ensure the necessary arrangements can be put in place; the normal access arrangement deadline may not be sufficient for complex arrangements.

A standard 30 minutes' extra exam time for use of the scribe will be added to your individual time adjustment.

The use of a scribe for any assessment should not give you an unfair advantage, nor should it further disadvantage you.

Guidance for the candidate

Wherever possible, you should have had experience in working with a scribe before the examination. The person to be approved should be available for you to practise with, especially for mock assessments. Proposed scribes should therefore be aware that a substantial commitment is normally required to help you through the ICAEW assessments.

A scribe can only be used if it is possible to put in place suitable arrangements for the assessment either at an assessment venue, or in some cases at your workplace or tuition provider's premises. In these cases, specific supervision is required to ensure that examination conditions are maintained throughout the assessment. Two invigilators will be assigned to the venue and an invigilator may accompany you and the scribe for breaks during the assessment period.

It is your responsibility to ensure that your scribe has read and understood these guidance notes before entering the exam room and complies with all ICAEW requirements.

Guidance for the scribe

During the examination, you (the scribe) may not undertake any activity which might confer an advantage to the student which does not relate directly to the intent of the arrangement. The following list is not exhaustive. You:

- must not give factual help to the candidate or offer any suggestions or coaching;
- must not advise the candidate on time management, when to move on to the next question, or the order in which the questions should be answered. You must not tell the candidate how much time has passed or is left of their exam or tell the candidate what the time is at any point during the exam unless the candidate specifically asks you to confirm the current time;
- must not have any discussion with the candidate except where there is a specific problem, for example the candidate is not speaking clearly or too quickly;
- must type answers exactly as they are dictated. Candidates may be asked to provide spelling of specialist or technical terms; errors made by the candidate must be recorded as dictated;
- must draw or add to diagrams and graphs strictly in accordance with the candidate's instructions; errors made by the candidate must be recorded as instructed;
- must not type, write, draw, or add to diagrams while the candidate is completing other work including reading or typing; or undertake any other action which might increase the candidate's ability to provide information beyond the intent of the arrangement;
- must only write/type answers that are dictated in full by the candidate and not copy any sections of text from any source;
- will not be expected to write or type throughout the examination as the candidate will require thinking, reading and preparation time and may also require breaks during the examination; and
- must immediately refer any problems in communication during the examination to the invigilator.

You must provide photographic identification to the invigilator before entering the exam venue.

Failure to comply with any of the above requirements could be considered a breach of the ACA assessment regulations and be reported as misconduct.