

## Appendix 2

### Memory aid for a scribe

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

I must type/write **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 typed/written, 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** type/write in those breaks.

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

Centres **must** ensure that both invigilators and those acting as a scribe are thoroughly 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.