

**EXAMINATIONS OFFICE**

**Notes for Guidance for the Transcription of Examination Scripts for Students with Relevant Needs**

1. A transcription can be produced, only after permission from the Standing Committee on Assessment has been obtained, in order to produce a legible document for the examiner to mark.
2. The examiner will mark the original script and only refer to the transcript for guidance when the original is indecipherable.
3. When recruiting a suitably qualified person to act as a transcriber the department should take the following into account. The transcriber should:
  - a. have no conflict of interest in regard to working with the candidate
  - b. be familiar with the subject area e.g. have knowledge of associated subject specific spellings
  - c. not be involved in the module or marking for the examination to be transcribed
4. Candidates who have approval for their script to be transcribed are not permitted to leave the examination room unaccompanied and must remain in their seat at the end of the examination until they are collected by a member of staff. As such students are not permitted to finish their exams early.
5. The exam room invigilator must remove the examination script at the end of the examination in the usual manner.
6. At the end of the examination a member of staff from the candidate's department will collect the candidate and the candidate's examination booklet from the invigilator.
7. The candidate must remain under examination conditions until the transcription has been completed.
8. The candidate must be accompanied throughout the transcription period.
9. The member of staff must ensure that the candidate does not communicate with other people, does not have access to their mobile phone and does not have access to revision or other academic material. These items should be surrendered to the member of staff until the transcription is complete.
10. If the examination is finishing earlier than others in the exam room please leave the hall quickly and quietly once your candidate has been collected. If in Central Hall you should not enter the main auditorium, please use the back stairs.
11. The transcript must be produced as soon as possible after the end of the examination.

12. The transcription should take place in an appropriate room in the academic department. The room should be quiet and provision must be made to ensure that there are no disruptions during the transcription.

13. Transcribers duties are as follows:

- a. **Photocopy the answer script.** The annotations will be made on the copy not the original script
- b. The transcriber should ensure that they have a **suitably coloured pen** before the transcription begins. Do not use a red pen, the same colour pen that the candidate has used or a pencil.
- c. The transcriber is required to read the examination answer script aloud to the candidate and to ask the candidate for clarification for any sections or words on the original answer script that are illegible.
- d. If a word, section or symbol can not be read by the transcriber, the transcriber should point to the word or section on the answer script and ask the candidate to decipher this/these.
- e. The transcriber should write the deciphered words above the words **on the photocopy** of the answer script. The transcriber should underline any words or symbols transcribed.
- f. The transcriber must not add brackets around words or symbols that were not there originally as this may lead the marker to interpret the brackets as being part of the original answer.
- g. The candidate is not permitted to add or remove content, or change wording or order made on the original answer script, only decipher the words or symbols written.
- h. The candidate is not permitted to write the transcription themselves.
- i. The transcriber may re-read the answer script as many times as necessary.
- j. The transcriber is permitted to read back what they have written to the candidate and make changes to it as requested by the candidate.
- k. The transcriber is not responsible for answering questions related to the nature of the questions on the examination paper.
- l. The transcriber is permitted to request clarification from the candidate on his/her dictation. However the transcriber is not permitted to suggest or make changes to the content of the answer on behalf of the candidate. This includes punctuation, which should also be dictated by the candidate.
- m. The transcriber should not talk to or otherwise distract the candidate during the transcription except to carry out your duties as the transcriber.

14. Once a legible examination answer script has been produced the candidate and transcriber should complete and sign the ***Transcription Cover Sheet***.
15. The answer script, transcribed copy and cover sheet should then be handed in person to the departmental examination administrator immediately after the transcription has been completed.
16. The transcriber and the candidate are not permitted to remove copies of the transcription or original answer script.
17. The examiner will mark the original script and only refer to the transcript of the script when the original is indecipherable.