Use of a scribe in examinations

1. The use of a scribe in an external examination may be approved by the school before the examination for eligible students.

2. The scribes and the students should be given a copy of these instructions before the examination.

3. If possible, the scribe and the student should be familiar with each other and the student should use the same scribe in each examination. The scribe must not be:

* a relative of the student
* a teacher of the subject being examined.

4. The student should have practice, before the examination, in using the services of the scribe.

5. The scribe must *handwrite* or *type* the exact text as communicated by the student orally, through interpreted sign language, by finger spelling, or any other appropriate medium. The student must provide punctuation marks, sentence ends and paragraph beginnings. The scribe must not write or type any other text, or go beyond the student's communication.

6. The scribe must not discuss any matter during the examination with the student unless it relates to the student's communication of examination answers (e.g. the scribe asks the student to repeat a sentence).

7. Schools should initiate discussion with the SACE Board of South Australia before the examination if they believe there is a need to vary these instructions.