

Amanuensis (Scribe) for Examinations

Job Description and Person Specification



Pay: £15 per hour

Hours: Various – a range of positions are available, amount of hours dependent on student's needs, but some positions require flexibility to support during the day time, evenings and weekends, during term time and occasionally vacations.

Responsible to: Senior Disability Officer - Disability Advisory Service

About the role:

An Amanuensis (Scribe) is responsible for providing an accurate and legible handwritten record from the personal dictation of a student in examinations. Scribes may be asked to draw diagrams and read back material to the student on a one-to-one basis. The Scribe should also have an understanding of the subject area(s) they will be scribing for.

A Scribe should be able to write legibly and at a reasonable speed.

Job Description - Main duties and responsibilities

- To produce an accurate and legible written record of the students dictation on the examination script.
- To ensure the exam script is written in a clear, legible manner for the examiner to read and is a verbatim transcription of the student's response to the examination questions.
- Ensure examination regulations are adhered to, to include reporting incidents such as noise disturbance or cheating.
- To liaise directly with individual students prior to examinations and partake in practice sessions at the students request.
- To read the examination questions including explaining instructions as well as reading student's responses both while 'in progress' and after completion (if the student requests).
- To understand and be flexible to the needs of students with disabilities in a higher education environment and the boundaries that need to be observed.
- To work closely with members of the Disability Advisory Service and the student's

College, Department and Examinations and Assessment Team as relevant.



- To engage in training relevant to the role and occasional supervision/ team meetings where relevant.

Person Specification:

Essential:

1. Evidence of education to degree (or equivalent) level, with experience in the Subject area required for scribing.
2. Fast, accurate and legible handwriting and spelling.
3. Excellent and clear communication and listening skills.
4. Be reliable, punctual and respect professional boundaries at all times.
5. Ability to work on own initiative, independently.
6. Have a positive attitude towards equality and access for people with disabilities.
7. Fast and accurate typing skills and a good knowledge of IT.

Desirable

1. Previous experience of scribing or taking notes in an education environment.
2. Experience of studying at a Russell Group university or international equivalent

Terms and conditions

The number of hours and days worked by Examination Scribes are flexible but based on the schedules of the student's examinations. All relevant Scribes are contacted when work is available and have the option to confirm availability or not.

Successful candidates will be employed on a temporary basis through the University's Temporary Staffing Service (TSS) and will be required to work within TSS and University guidelines and in line with relevant policies and procedures at all times. This includes a commitment to submit accurate records and time sheets promptly.

To apply visit the [Student support opportunities web page](#) or email

nmh@admin.ox.ac.uk. We recruit throughout the year.



Other support roles available include:

- Notetaking Support – to manually take accurate handwritten or typed notes on a student’s behalf in lectures.
- Library Support Assistants - to support students with sourcing, copying and scanning materials)
- Practical Support Assistants (General/ Laboratory/ Sighted Guide) - this can include a variety of support functions, depending on students’ needs. Examples include providing practical and mobility support, such as helping to manipulate a wheelchair, assisting a student with carrying study materials or items of equipment or acting as a sighted guide for a visually impaired student.
- Examination Support Workers – including Readers and Prompters.
- Study Assistants (ASD) - to provide assistance to students with Autistic Spectrum Disorder (ASD), to support with organisation, social interaction, prioritising workload and understanding ambiguous terminology or instructions.