Readers and Scribes for Testing Situations Procedure

Some students with disabilities may need the assistance of a reader or scribe in testing situations. A reader is a person who reads written text aloud either in real-time or on an audio recording for a student who is unable to read or significantly restricted in his/her ability to read due to a disability. A scribe is a person who writes or types for a student who is either unable to write or significantly restricted in his/her ability to write due to a disability.

DSS encourages the student with a disability to take a proactive part in developing a relationship with the professor and the reader or scribe in order for this process to operate smoothly. DSS will make a “good faith” effort to fill each request for the needed reader or scribe and will make an effort to contact a student as soon as a reader or scribe has been secured. A reader or scribe cannot be a notetaker or another student in the course, a relative, or another person who might possibly impact the test results.

The reader or scribe does not take an active role in the testing situation. The test should only be read or scribed. Readers and scribes are prohibited from offering any explanation of terms, rephrasing of questions, making any comments about the test, or providing any other input.

Student Responsibilities

1. Register with DSS by following the appropriate procedures.

2. Provide appropriate documentation validating the request for a reader or scribe.

3. Deliver the accommodation letters of the courses for which the student has requested a reader or scribe to the professors at the beginning of each semester. Discuss the following with each professor:
   a. Discuss the reader or scribe procedure with the professor.
   b. Elicit the professor’s assistance and support finding a reliable reader or scribe.

4. If there is another student that the student would like to be his/her reader or scribe, and the person has accepted the invitation, the student should instruct him/her to come to DSS to complete the necessary paperwork.
5. If the student has not heard from DSS with regard to the status of service, contact DSS to keep abreast of the situation.

6. Arrange a time with DSS to discuss with DSS and the reader or scribe when the student will need assistance for a quiz or exam. These dates should be determined at least two (2) weeks prior to the quiz or exam to ensure that the reader or scribe is available and a separate room can be reserved. It is recommended that the student and reader or scribe exchange contact information (phone numbers and email addresses) at this time.

7. Contact DSS when there is a problem with the reader or scribe process or in the event that services are no longer needed. Examples of problems with the reader or scribe process might include, but are not limited to:

   a. a reader or scribe who is not providing adequate services; or
   b. a situation where a reader or scribe is not obtained.

**DSS Responsibilities**

1. Verify that a student who requests a reader or scribe is registered with DSS and eligible to receive this accommodation.

2. Prepare accommodation letters for the student to provide to his/her professors indicating that the student will need the assistance of a reader or scribe.

3. Once a reader or scribe for a course is found, contact the student and the reader or scribe to introduce them to one another and arrange the initial meeting.

4. Assist the student in resolving any problems that may occur in the process.