

Activity Title: Reader/Scribe for exams

Validator Name: Brad Elliott

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Department Organization: Accessibility Centre and Education Support (ACES), Learning Centre

Activity Category: Personal and professional development

Activity Description:

Providing reading and transcription services for students with disabilities who require this as part of their accommodations for exams.

Position details:

A Reader/Scribe is expected to proctor students who need to write their exams outside of class due to an accommodation, and accommodate the student's need for someone to both read the exam aloud and transcribe their answers. The Reader/Scribe may only be asked to read the exam or scribe the exam, or do both. Along with complete these tasks, the Reader/Scribe is also responsible for proctoring the exam for the student. Therefore, they must ensure assist with the delivery of exams, both to and from the exam space, ensure that the students they invigilate have all of their documented accommodations, must setup any equipment (i.e. laptops) needed for the exam, and ensure the academic integrity of the exam.

Activity Contact: Brad Elliott, Student Affairs Officer with ACES

Activity Contact Email: belliott@grenfell.mun.ca

Anticipated learning outcomes:

Helps students to development their communication skills, interpersonal skills, time management, administration and organizational skills.

Student Success Competencies:

- Diversity Awareness/Intercultural Understanding
- Communication
- Professionalism
- Digital Literacy
- Teamwork