རྒྱལ་ཡོངས་གཞུང་གི་སློབ་གྲྭའི་ཚོས་རྒྱུགས་དང་བརྟག་ཞིབ་ཚོགས་སྡེ།
Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan

Instructions for Scribes

ACCESS ARRANGEMENT

> **Role Definition:** A Scribe is a designated person who writes down or types the candidate's dictated answers during an examination. Scribes are granted to candidates with physical disabilities, visual impairments, or medical conditions preventing functional handwriting.

1. CANDIDATE BRIEFING SCRIPT

MANDATORY PRE-EXAM SCRIPT (READ ALOUD TO CANDIDATE PRIOR TO START)

- "I am here to write or type your answers exactly as you dictate them."
- "I will draw diagrams, graphs, or charts strictly according to your detailed instructions."
- "I can read back what I have written or typed whenever you ask me."
- "I cannot correct your grammar, spelling, or punctuation unless you explicitly tell me to."
- "I cannot prompt you, give hints, or suggest when to move to the next question."

2. OPERATING RULES & RESPONSIBILITIES

✓ The Scribe MUST:

- Write or type legibly, capturing verbatim everything dictated by the candidate.
- Record punctuation, capitalization, and paragraphing as dictated by the candidate.
- Draw diagrams, maps, or graphs strictly following explicit verbal directions.
- Make alterations or corrections only when specifically instructed by the candidate.
- Read back recorded responses accurately whenever requested by the candidate.

✕ The Scribe MUST NOT:

- Give hints, modify responses, or correct errors in dictated content.
- Indicate to the candidate that an answer is incomplete or incorrect.
- Manage exam timing or suggest question answer sequence.
- Read question papers aloud unless officially authorized as a Dual Reader/Scribe.
- Perform any writing or recording during official rest breaks.

3. TASK-SPECIFIC DICTATION STANDARDS

Assessment Task	Scribe Execution Standard
Spelling & Grammar Tests	In language papers assessing spelling/grammar, the candidate must spell key words letter-by-letter and dictate precise punctuation marks (e.g., "capital T", "comma", "full stop").
Mathematics & Equations	The candidate must dictate mathematical expressions step-by-step, including powers, sub-scripts, and fractions (e.g., "x squared plus fraction numerator 2 denominator 3").
Diagrams & Graphs	The Scribe acts strictly as a mechanical drawing tool. The candidate must state starting points, line lengths, angles, axis intervals, and plot coordinate points explicitly.