	<b>AI CERTs</b>	Approved By: Mr. Chintan Dave
	AI CERTs Exam Scribing Policy	Certification Director
Date: 8 <sup>th</sup> Jan 2024		

## AI CERTs Exam Scribing Policy

### Overview

AI CERTs offer exam scribing services as a testing accommodation for candidates who are unable to write or record answers due to physical or cognitive impairments. This accommodation must be pre-approved before the exam date.

### Who is Eligible for a Scribe?

Candidates who may require a scribe include those who:

- Are blind or visually impaired
- Have orthopedic impairments that affect writing
- Tire easily or have muscle weakness
- Have limited dexterity
- Have a specific learning difficulty that significantly impacts written expression

Both candidates with permanent disabilities and those with temporary impairments may request a scribe. In all cases, candidates must provide appropriate medical or psychological evidence to support their application and meet the criteria for scribe eligibility.

The RCCE exam for candidates using a scribe will be conducted at a physical location with a proctor present, alongside the candidate and the scribe, in a secure testing environment.


**Note:** The use of a scribe should neither advantage nor disadvantage the candidate.

### Multiple-Choice Exams

In multiple-choice exams, the scribe should confirm the candidate's response before recording it on the answer sheet. If issues are understanding the candidate's speech, large cards with response options may be used, allowing the candidate to choose the correct response visually.

### Scribe Guidelines

- **Eligibility:** The scribe may come from any academic background.
- **Arrival:** The scribe should arrive at least 15 minutes before the exam start time.
- **Attitude:** The scribe should maintain a positive attitude throughout the exam.
- **Rules:** The scribe must adhere to all rules outlined in the Candidate Guidelines Manual.

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- **Limitations:** The scribe should not provide factual help or suggestions and should only speak when spoken to by the candidate.
- **Scribe Exclusivity:** A scribe should not be used by another candidate with a disability for the same subject within the same academic year.
- **Changing Scribes:** If unforeseen circumstances arise (e.g., the scribe falls ill or is uncooperative), the candidate may request a new scribe. Such requests must be made at least 24 hours before the exam. Requests made within 24 hours will not be accommodated.
- **Test Center:** The candidate, scribe, and proctor must be physically present at the test center for the examination.
- **Expenses:** The candidate is responsible for covering any expenses related to the scribe. AI CERTs will not provide monetary compensation or reimbursement to the scribe.

### Scribe Declaration Form

#### Details of Candidate and Scribe:

- **Name of the candidate:**
- **Name of the scribe:**

I, \_\_\_\_\_ (name of the candidate), with the condition of \_\_\_\_\_ (name of the disability), am appearing for the \_\_\_\_\_ (name of the examination, course code, course title).

I hereby state that Mr./Ms./Mrs. \_\_\_\_\_ (name of the scribe) will provide scribing services for me during the aforementioned examination.


I undertake that the scribe's educational qualification is \_\_\_\_\_ (qualification of the scribe).

I also confirm that the above-mentioned scribe meets the requirements set for the scribing role in this exam.

In case it is later found that the information I provided is incorrect, AI CERTs reserves the right to take disciplinary action against me as deemed appropriate.

#### Signature of the scribe:

**Date:**

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<b>Version History</b>				
Version	Date	Description of Changes	Policy Title/Section Updated	Notes
V1.0	8 <sup>th</sup> Jan 2024	Initial Copy	AI CERTs Exam Scribing Policy	NA