

Scribe Cover Sheet

A scribe is permitted in Listening, Reading and Writing tests. A scribe must write exactly what the candidate dictates, without discussion and without any form of correction. A scribe is permitted in Writing tests on condition that only multiple choice answers are involved and/or any words in the foreign language are spelt letter by letter. Teaching or classroom assistants can act as a scribe, but must have an appropriate level of knowledge of the target language.

Candidate number		Candidate name	
Centre number		Centre name	
Assessment code		Assessment title	

Were there any problems with the production of the script which you consider should be drawn to the attention of the examiner and/or OCR? (The reason why the use of a scribe was necessary must not be given.)

The above named candidate produced this script during the test in accordance with the guidelines.

Signed	Name	Date
(Scribe)	(Block capitals please)	
Signed	Name	Date
(Head of Centre)	(Block capitals please)	

To be completed by the examiner:

Comments (if appropriate)		
Signed	Name	Date
	(Block capitals please)	