

Transcription Cover Sheet

A transcript may be produced where a candidate's handwriting is illegible or so difficult to read that it would be beneficial for an examiner to be able to refer to a transcript of the candidate's work for clarification. The transcript must be word for word, an exact copy of the candidate's script. In Writing tests, no corrections can be made to the spelling. In Listening and Reading tests, the transcriber may write the word correctly in the transcript, but **must not** insert or omit any words, nor alter their order. If only a partial transcript is necessary, this should be done on a photocopy of the candidate's script, not on the script itself. The candidate's script must be attached to the transcript in all cases. Teaching or classroom assistants can act as a transcriber, but must have an appropriate level of knowledge of the target language.

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

Have any corrections been made on the transcript or were there any problems with the production of the transcript which you consider should be drawn to the attention of the examiner and/or OCR? (The reason why the transcript was necessary must not be given.)

The attached copy of the above named candidate's script was prepared by a transcriber after the test in accordance with the guidelines.

Signed	Name	Date
(Transcriber)	(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)	