JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Amanuensis for Examinations</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Student Administration</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>3</td>
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<tr>
<td>Accountable to:</td>
<td>Student Administration</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post

Admin Services:

Student Administration is responsible for all central administrative functions involved in the student lifecycle, including Enrolment, Academic Timetabling, Examinations, Graduation Ceremonies and Research Degree Administration; it also contains the Student Services Centre, which provides a central point of contact for students.

The Amanuensis role sits within the Assessments and Graduations team which is responsible for overseeing the Exam period.

The Amanuensis (Scribe) role is responsible for providing an accurate and legible record from the personal dictation of a student in examinations. Amanuenses may be asked to draw diagrams and read back material to the student on a one-to-one basis. An amanuensis should be able to write legibly and at a reasonable speed. A computer may be provided if required by the student and in these circumstances the amanuensis will be asked to type the dictation.

Key Tasks

- To collect the exam pack from Student Administration, set out the exam venue and start the exam, following the correct procedure.
- To set up the laptop at the start of the exam, when required, and to save a copy of the exam script onto a USB stick at the end of exam.
- To produce an accurate and legible written record of the student’s dictation.
- To ensure the exam script is written in a clear and legible manner for the examiner to read, and is a verbatim transcription of the student’s response to the examination questions.
- To ensure where a computer is provided that the exam script is typed in a clear manner for the examiner to read, and is a verbatim transcription of the student’s response to the examination questions.
- To ensure examination regulations are adhered to.
- To liaise with the individual student(s) prior to examinations and partake in practice sessions at the student’s request.
- To understand and be flexible to the needs of the student.
- To monitor pre-approved exam access arrangements (extra time, rest breaks, etc.)
- To act as a 'Reader' for the student during the exam, when required. This may involve reading the exam paper and questions to the student and reading the student's written responses back to them.
- To finish the exam, collect the exam papers and candidates script and return these to Student Administration.
- To ensure all incidents, exam paper queries and examination offences are properly recorded and submitted to Student Administration.
- To engage in relevant training to the role.

**Other Duties**

**Admin Services:**

The duties listed are not exhaustive and may be varied from time to time as dictated by the individual requirements of the student. Relevant training will be provided. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

Student Administration Team
Student(s) who they are acting for as an amanuensis