

## Amanuensis Exams for Students:

### What is an amanuensis?

An amanuensis, also called a reader/writer or a scribe, is someone who writes out answers for a student during an exam. If you have an amanuensis you will dictate (speak) your answers and the amanuensis writer will transcribe (write down) the answers for you.

### Your amanuensis writer:

- **CAN** ask you to slow down or repeat a phrase or word.
- **CAN** ask you to spell some technical terms, names or words (but should not need to ask common words). They may ask you to spell more or all words for a language paper other than English.
- **WILL** be familiar with your subject area enough so that they understand how to write out required graphs, formulas and some discipline specific spellings.
- **WILL** be willing to go back over the script with you to check through the spelling and phrasing and make any changes you need – as long as you have time left as part of the exam. You can make small adjustments at this time.
- **SHOULD** write on every second line, unless asked not to, to allow you to make any changes needed.
- **CAN NOT** help you with the meaning of any words or questions or otherwise give you an advantage over other students sitting alone.

### How does it work?

Before the exam:

First of all, if you have never had an amanuensis before you may want to consider talking to Student Learning who may be able to guide you and help you prepare for your amanuensis exam. Contact Student Learning by email: [slc@auckland.ac.nz](mailto:slc@auckland.ac.nz) or phone: (09) 923-8850 for more information.

All amanuensis exams include 20 minutes extra time per hour so a 2 hour exam becomes a 2 hour 40 minute exam or a 3 hour exam becomes a 4 hour exam. This extra time is added on at the beginning of the exam- so if a normal three hour exam starts at 9:15am your amanuensis exam will start at 8:15am on the same morning. You will need to report to the Examination Centre at least half an hour before the new start time (in the example above you would need to report at 7:45am). We will tell you where to go from **there**- it is recommended that you try to arrive about 15 minutes early at the exam room so that you can discuss the writing arrangements with your supervisor.

We will email you after the exam timetable is released to students (normally during the mid-semester break) to let you know where the Exam Centres are for each campus.

During the exam:

During the exam you will let the supervisor know when you want them to start writing and what question you are answering if needed. You will then speak your answers to the supervisor who will copy down what you say. Remember to let them know if you want any of the following things:

- New paragraphs, skipped lines, bulleted lists, underlined sections or other formatting.
- Specific spellings or easily misheard words such as there vs. their or affect vs. effect, colour with a 'u' or any other points that you think may be unclear when spoken.
- Titles or capitalised words.

You can (normally) only write on the exam script if you are drawing a graph or writing out a complex formula. Remember that you can have an extra script book to make notes but that these will not be marked.

### Questions?

Contact the Examinations Office by email: [exams@auckland.ac.nz](mailto:exams@auckland.ac.nz) or phone: 0800 61 62 63