

Some students with disabilities may need the assistance of a reader or scribe in testing situations. A reader is a person who reads written text aloud either in real-time or on an audio recording for a student who is unable to read or significantly restricted in his/her ability to read due to a disability. A scribe is a person who writes or types for a student who is either unable to write or significantly restricted in his/her ability to write due to a disability.

The reader or scribe does not take an active role in the testing situation. The test should only be read or scribed. Readers and scribes are prohibited from offering any explanation of terms, rephrasing of questions, making any comments about the test, or providing any other input. The Center for Learning and Teaching makes every effort to provide readers that are able to pronounce each word accurately and clearly. However, due to the nature of technical terminology, exact pronunciation cannot be guaranteed. CFLAT also cannot guarantee that a scribe or reader will be available during the requested time; alternative arrangements may be coordinated with your instructor.

Student Responsibilities

1. Register with Disability Services and follow the appropriate procedures.
2. Provide appropriate documentation validating the request for a reader or scribe.
3. Deliver accommodation letters to instructors at the beginning of each semester. Discuss the following with each instructor:
 - a. Discuss the reader or scribe procedure with the professor.
 - b. Elicit the professor's assistance and support finding a reliable reader or scribe.
4. If there is another student that the student would like to be his/her reader or scribe, and the person has accepted the invitation, the student should instruct him/her to come to Disability Services to complete the necessary paperwork.
5. Arrange a time with Disability Services to discuss with Disability Services and the reader or scribe when the student will need assistance for a quiz or exam. These dates should be determined at least one week prior to the quiz or exam to ensure that the reader or scribe is available and a separate room can be reserved. It is recommended that the student and reader or scribe exchange contact information (phone numbers and email addresses) at this time.
6. Contact Disability Services when there is a problem with the reader or scribe process or in the event that services are no longer needed.

Disability Services Responsibilities

1. Verify that a student who requests a reader or scribe is registered with Disability Services and eligible to receive this accommodation.
2. Prepare accommodation letters for the student to provide to his/her professors indicating that the student will need the assistance of a reader or scribe.
3. Once a reader or scribe for a course is found, contact the student and the reader or scribe to introduce them to one another and arrange the initial meeting.
4. Assist the student in resolving any problems that may occur in the process.



Request for Reader/Scribe

3201 Campus Drive, LRC 228 ♦ Klamath Falls, OR 97601
541-885-1031 Voice ♦ 541-885-1072 Text ♦ 541-885-1126 Fax

This form must be submitted to CFLAT one week prior to the scheduled exam to allow adequate time for scheduling.

Name: _____ Term: _____ Date: _____

E-mail: _____ Student Identification Number: (918) _____

Local phone number: _____

I will require the assistance of: Scribe Reader

Course Information

Course: _____

Section: _____ Meeting Time: _____

Instructor: _____

Exam Information

Exam Date: _____

Exam Location (if other than CFLAT): _____

Exam Start Time: _____

Total Time Allowed (Approximate): _____

Who will be administering this exam?

- My instructor (i.e., I will complete my exam in a location arranged by the instructor.)
- Center for Learning and Teaching (i.e., I will complete my exam in CFLAT; the appropriate paperwork has been completed and I have scheduled a time with CFLAT.)
CFLAT will follow all instructions provided by the instructor and you will be expected to follow all CFLAT policies and procedures regarding testing and facility use.

OFFICE USE ONLY

Date Request Received: _____ Confirmation Email: _____ Outlook Appt. Set _____

Assigned Proctor: _____

Notes: _____
