**Scribe cover sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre number (eg 012345)** | | **Centre name** | |
|  | |  | |
| **Enrolment number (eg ABC1234)** | | **Candidate name** | |
|  | |  | |
| **Qualification number (eg 4748-02)** |  | **Unit number**  **(eg 4748-213)** |  |
| **Exam / assessment title** | |  | |

**For a scribe or speech recognition:**

|  |  |  |
| --- | --- | --- |
| How it was used | Yes | No |
| Candidate dictated spellings letter by letter |  |  |
| Candidate dictated punctuation |  |  |

**For a word processor**

|  |  |  |
| --- | --- | --- |
| How it was used | Yes | No |
| Spell check was switched on |  |  |
| Grammar check switched on |  |  |

|  |
| --- |
| **Were the diagrams completed by the scribe:** |
|  |
| **Any other comments:** |
|  |

The attached script/work for this candidate was produced by a scribe during the exam/assessment in line with JCQ and City & Guilds requirements

|  |  |
| --- | --- |
| **Scribe** | |
| Name (please print) |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **Head of centre/ exams officer** | |
| Name (please print) |  |
| Signature |  |
| Date |  |