

Using a scribe in Writing

Guidance for centres on Functional Skills English

Requirements for scribes in Functional Skills English - Writing

The Ofqual Conditions include that:

- Learners cannot have access to an external aids for spelling, punctuation and grammar for Writing.
- This includes dictionaries and spelling and grammar checking software.

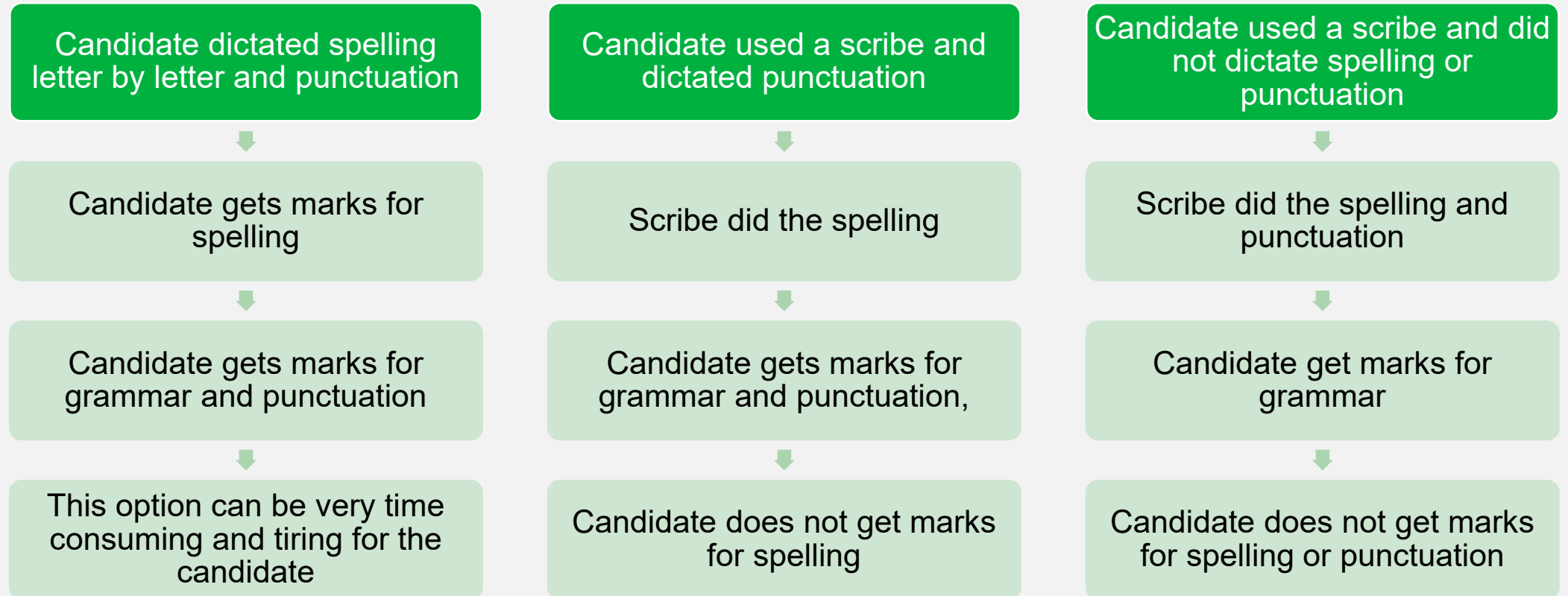
The Ofqual specification on scribes includes:

- Where an assessment tests writing, a scribe must not be used, except where the learner demonstrates the skills themselves

The guidance includes that the candidate can:

- use a scribe, but they cannot access marks for the skills performed by the scribe (such as spelling).

How using a scribe affects marks



Worked examples – the effect on the marks available

Candidate dictates spelling and punctuation

Marks available

Area	Question 1
Composition	15
Spelling	4
Punctuation	4
Grammar	4
Area	Question 2
Composition	15
Spelling	4
Punctuation	4
Grammar	4
Max mark	54

Candidate dictates punctuation

Marks available

Area	Question 1
Composition	15
Spelling	0
Punctuation	4
Grammar	4
Area	Question 2
Composition	15
Spelling	0
Punctuation	4
Grammar	4
Max mark	46

Candidate does not dictate spelling or punctuation

Marks available

Area	Question 1
Composition	15
Spelling	0
Punctuation	0
Grammar	4
Area	Question 2
Composition	15
Spelling	0
Punctuation	0
Grammar	4
Max mark	38



Full composition marks still available

Before the exam

The centre must get approval for access arrangements on the Walled Garden. This includes:

- a scribe, and
- extra time

The centre needs to determine how much extra time the candidate will need to complete the assessment.

Candidates should be entered for the paper-based exam.

The centre then completes the [scribes in Writing form](#) to confirm the details.

On the day of the exam

Centres must complete the scribe cover sheet, please:

- send a cover with the script, and
- email a copy to policy@cityandguilds.com

Centres can use either:

- the JCQ form, or
- the [City & Guilds form](#).

Results

Please contact City & Guilds before:

- submitting results for Speaking, listening and communicating, or
- releasing results to learner

If you have any queries, please contact policy@cityandguilds.com

About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.



To learn more about City & Guilds Maths, English and Functional Skills, please contact

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Alternatively, visit our dedicated webpages

**cityandguilds.com/functionalskills
cityandguilds.com/mathsandenglish**

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