

## REMOTE SCRIBE SERVICES

*In addition to DSO's [Policies and Procedures manual](#), the DSO has found it necessary to re-develop the following procedures during remote learning and support services operations.*

Scribes serve as writers for students whose disabilities interfere with their ability to write or use standard adaptive computer technology. They assist with the physical aspects of written expression and do not function as tutors or editors.

### **Student Responsibilities for Online/Remote Testing Scribe Services:**

- 1) Register for DSO services at the beginning of each semester
- 2) Request a scribe when making a testing appointment (**please note:** request for a scribe for testing **MUST** be supported by documentation submitted to DSO).
  - a) To schedule tests with the Disabilities Services Office online go to: <https://www.sunywcc.edu/student-services/disability-services/online-testing-accommodations-request/> Be sure to indicate that you need a scribe under Requested Accommodations.
  - b) Send the DSO a separate email stating that you need a scribe for a test at the following email address: [Disability.Services@sunywcc.edu](mailto:Disability.Services@sunywcc.edu)
- 3) The test will be scribed via Zoom. You will receive a reminder email from DSO the day before the test. The email will include a Zoom meeting invitation with a meeting ID #.
  - a) To Join a ZOOM Meeting:
    - i) Join a meeting by clicking on a Zoom link provided by the meeting host
    - ii) Follow the prompts to download and run Zoom.
    - iii) Enter the meeting ID if prompted
    - iv) Click to join the audio conference. When you are in the meeting, you may click on the Start Video button to start your video.
- 4) The student tells the scribe exactly what to write/type.
- 5) The student reviews the draft and indicates any changes to be made by the scribe
- 6) The student reviews the final copy and signs the Testing Scribe Agreement Form

### **TEACHING FACULTY RESPONSIBILITIES (for Online/Remote Testing Scribe Services:**

- 1) Include a statement on the course syllabus and make a general announcement to the class regarding DSO services.
- 2) Check WCC email for Referral to Faculty notification from the DSO which states the approved accommodations and includes an attached copy of the Procedure to Request Testing Accommodations for Students with Disabilities. This email serves as the official disclosure of the student's rights to accommodations under the ADA. **\*Please note:** Accommodations are **NOT** retroactive. Accommodations become effective on the date our office notifies you via e-mail.
- 3) To maintain confidentiality, professors should **not** discuss accommodations in front of other students. Please invite the student with a disability the opportunity to privately discuss accommodations. Also, please **DO NOT ASK** the student what the nature of their disability

is or for a copy of their disability documentation as this is a violation of the student's confidentiality. Rather, ask the student how you can best assist them.

**4) Online/Remote Procedure:**

- a. Check WCC E-mail to complete the online Testing Accommodation Request at least three business days in advance or as soon as your student notifies you of the request.
- b. Upon notification of request for scribe provide the student and DSO test information and instructions
- c. Follow up with your student via e-mail to confirm request completion.

**DSO Responsibilities for Online/Remote Testing Scribe Services**

- 1) DSO counselor meets with student and reviews documentation supporting the need for scribe services.
- 2) Once the DSO receives the Testing Accommodation Request email, enter appointment in the DSO test calendar and assign a senior tutor on schedule to scribe.
- 3) The DSO will send a reminder email to the professor and ask to have the exam sent to [Disability.Services@sunywcc.edu](mailto:Disability.Services@sunywcc.edu) and the Disability Services Office will then forward to the designated scribe.
- 4) The student will be sent the Zoom meeting information within 24 hours of the exam.
- 5) The test will be scribed via Zoom meeting and emailed back to the Professor.