



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Use of a Reader/Scribe at the DRC	December 2017	2509001j

**PROCEDURE STATEMENT (R\*)**

The Disability Resource Center provides reasonable accommodations to students whose disability makes it necessary for them to use reader and scribe services in and outside of the classroom. The DRC provides a variety of accommodations such as captioning services, qualified readers and/or scribes, electronic text book access, Braille materials, large print materials and magnification equipment (CCTV), and adapted computers and specialized screen reading software (JAWS). These are only some examples of reader and scribe services that support student learning and reduce participation barriers for students with disabilities. Please find them below.

**Reader/scribe for assessments:** At the time that they register for services, students will provide documentation to support their need for accommodations. A DRC Access Consultant will evaluate the documentation and, if it is appropriate based on the student's disability and supporting documentation, the student will be assigned the accommodation of reader/scribe on assessments. Students with this accommodation are responsible for meeting with their professors at the beginning of every semester in order to have an Exam Proctor Form completed detailing the testing instructions as provided by the professor. It is the responsibility of the student to submit the completed Exam Proctor Form to the DRC at least two weeks prior to the exam date to allow enough time for the DRC to coordinate reader/scribe services. Once the Exam Proctor Form is submitted, the DRC will identify and schedule a student volunteer to read and/or scribe for the student during their testing appointment. Only readers and scribes selected by the DRC will be allowed to provide the service to registered students. To ensure test security, the DRC will not select a volunteer that (1) is currently taking the same course as the accommodated student or (2) has a personal or professional relationship with the accommodated student. The volunteer will receive training prior to their first time providing reader/scribe services in order to further ensure test security and to teach best practices for reading and scribing during an exam. The volunteer is not permitted to deviate from what is written on the test (when reading) or what is dictated by the student (while scribing). If a volunteer cannot be identified before the exam date, a trained DRC employee will provide the student with reader/scribe services. The DRC will receive the assessment from the professor prior to the test date and ensure that it is not viewed by anyone other than the student and their designated reader/scribe. During the assessment, the reader/scribe is not permitted to provide any assistance regarding the content of the assessment and is only authorized to read assessment questions as written and/or write student responses as dictated by the accommodated student. If the accommodated student has any concerns about the reader/scribe services that they are receiving, the student is responsible for informing the test proctor as soon as possible in order for the concern to be properly addressed.

**Reader/scribe for assignments:** Students with the reader/scribe accommodation may request the use of volunteer as needed for assistance with class assignments that involve reading or writing. DRC's Volunteer Coordinator will attempt to recruit a volunteer to meet with the student at the DRC on a previously agreed upon date and time during the DRC's hours of operation. The designated volunteer will meet with the student to read material to them or to write out responses as they are dictated by the student.

**Note-taker:** The DRC assists faculty and students by coordinating in-class note takers to take notes for students if it is appropriate for the student's disability. Each student with this accommodation is assigned a unique four-digit note-taker number. Once a student opts into their accommodations for the semester, the DRC will notify the professor of the student's accommodation and provide the student's note-taker number as well as instructions for identifying a volunteer note-taker. The professor is instructed to make an announcement in class calling for a volunteer to make a copy of their notes and bring them to the DRC. The professor is instructed to provide the volunteer with the student's note-taker number and not to reveal the identity of the accommodated student in order to maintain confidentiality. The volunteer is responsible for making a copy of their class notes and bringing the copies to the DRC after every class. At the DRC, the volunteers are directed to a cabinet containing a folder with the student's assigned note-taker number where they will leave class notes. If a volunteer is not identified by the professor after the announcement is made, the professor will follow-up with the DRC in order to arrange for a representative to come to class to make a second announcement requesting for a volunteer note-taker. At this time, if a volunteer is not identified, the DRC will request for the professor to provide notes from their lectures to give to the student.

### RELATED INFORMATION (O\*)

Under the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Florida Education Equity Act, and the regulations interpreting these statutes, qualified students with disabilities are required to be given reasonable auxiliary aids and services.

A description of DRC services, which gives an abbreviated version of this procedure, is contained in the University catalogue, the Disability Resource Center web site, and both the student and faculty handbooks.

### DEFINITIONS (R\*)

"Reader" is defined as a DRC chosen volunteer or staff who reads text out loud for students who have this need. This accommodation can be used for assignments or assessments.

"Scribe" is defined as a DRC chosen volunteer or staff who writes for a student as the DRC-registered student is dictating what to write. This accommodation can be used for assignments or assessments.

"Note taker" is defined as a student who volunteers to share his/her own notes with another "unidentified" student in the same class.

### HISTORY (R\*)

**Effective:** December 2017

#### RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)

Division of Student Affairs  
Florida International University

#### RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)

Disability Resource Center  
Florida International University  
11200 S.W. Eighth Street, GC 190  
Miami, Florida 33199  
Telephone Number (305) 348-3532

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

### FORMS/ONLINE PROCESSES (O)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

**\*R = Required**

**\*O = Optional**