

# ALS: Reader and/or Scribe

Version 1

Published 5/22/2025 by Tracey Laurin Last updated 5/22/2025 7:33 PM by Tracey Laurin



## ACCESSIBLE LEARNING SERVICES

### Reader and/or Scribe

For students who are registered with Accessible Learning Services (ALS) and have a **Reader** and/or **Scribe** listed on their accommodation letter, we are here to provide tailored support that enhances your ability to fully engage with your coursework.

#### What is a Reader and Scribe?

- **Reader:** A Reader is a service provider who assists by reading timed assessment content aloud in the Test Centre. This support is available in cases where the use of assistive technology is not sufficient to meet your needs. The Reader helps you access written content by reading it aloud, ensuring that you can engage with the materials effectively.
- **Scribe:** A Scribe is a support person who assists with writing or recording your responses during timed assessments in the Test Centre. This support is provided when a student is unable to write or type due to a disability, and it applies when assistive technology does not meet the specific needs for writing tasks. The Scribe will transcribe your answers, taking direction on how you want your responses recorded.

Both services are available when assistive technology solutions have been exhausted. Please connect with an Assistive Technologist to learn about the software available to ALS students.

#### What a Reader and/or Scribe Is Not

It's important to understand the limitations of these services to ensure expectations are clear. Here's what a **Reader** and/or **Scribe** is not:

- **Not a Tutor:** A Reader and/or Scribe is not responsible for teaching you course content. They do not explain, clarify, or provide academic support beyond reading or writing. You are responsible for your learning and understanding of the material.
- **Not a Substitute for Assistive Technology:** Readers and Scribes are provided only in cases where assistive technology cannot meet your specific needs. They are not a replacement for software or devices you may already use, such as screen readers or speech-to-text tools, unless such technology is insufficient for the task at hand.
- **Not a Personal Assistant:** A Reader and/or Scribe is not responsible for managing your time, organizing your work, or reminding you about timelines. They assist with specific timed assessment tasks, but it is your responsibility to manage your own schedule.

#### How to Request Reader and Scribe Services

##### 1. Eligibility and Accommodation Letter

To receive Reader and/or Scribe support, you must be registered with Accessible Learning Services and have these accommodations listed on your accommodation letter. Your Accessibility Counsellor (AC) will work with you to determine if this service is appropriate for your needs.

##### 2. Requesting Reader and Scribe Services

Once your accommodations are confirmed, you can request a Reader and/or Scribe by:

- I. Logging in to the **Student Portal**: Complete the Online Form with all required details to book a Reader/Scribe for an upcoming test. This must be done at least 3 days (72 hours) before a test date to ensure we can schedule the proper support. Late submissions may be denied.
- II. Register with the Test Centre: Don't forget to register with the Test Centre via **RegisterBlast** to reserve your private room. Make sure to complete this no later than **2 days (48 hours) before a test date**.
- III. Notify your Professor: Once you register, your professor will automatically receive a message informing them that you'll need accommodations for your test.

IV. Confirmation: The **Service Advisor** team will confirm your Reader/Scribe booking via email and included all relevant details.

**3. Coordination of Support**

The ALS team will coordinate the assignment of a Reader and/or Scribe based on your specific needs. We will ensure that the support is aligned with your timed assessment date/time that you have provided to ALS after registering with the Test Centre. The goal is to ensure that you have the resources you need to succeed academically.

**4. Communication and Feedback**

It's important to maintain communication with both your Reader or Scribe and the ALS team. If you have any concerns or specific preferences for how your support should be provided, we encourage you to share this feedback. We want to make sure you are receiving the best possible experience and assistance.

**When Are Reader and Scribe Services Available?**

Reader and Scribe services are provided in select cases where assistive technology cannot meet the specific academic needs of the student.

**Frequently Asked Questions**

**1. Can I request a Reader and/or Scribe for every timed assessment I complete in the Test Centre?**

You can request Reader and/or Scribe support for any timed assessment scheduled in the Test Centre. The requests are generated by you the student on an individual basis.

**2. Is there any cost for using Reader and Scribe services?**

No, there is no additional cost for students to access Reader and Scribe services. These services are provided as part of your accommodations through Accessible Learning Services.

**3. What happens if I need to cancel or change my Reader or Scribe appointment?**

If you need to cancel or reschedule your Reader or Scribe appointment, please contact the ALS Service Advisor team as soon as possible. We will work with you to find a suitable alternative.

**4. Can I use my own assistive technology instead of a Reader or Scribe?**

If you already use assistive technology (such as a screen reader or speech-to-text software) and find it works for you, you may not need a Reader or Scribe. However, if there are instances where technology does not meet your needs, these services will be available.