

EXAMINATIONS AND ASSESSMENTS

Examination Schools, High Street, Oxford OX1 4BG

Email: exam.services@admin.ox.ac.uk

Tel: (01865) 276917 / (01865) 286345



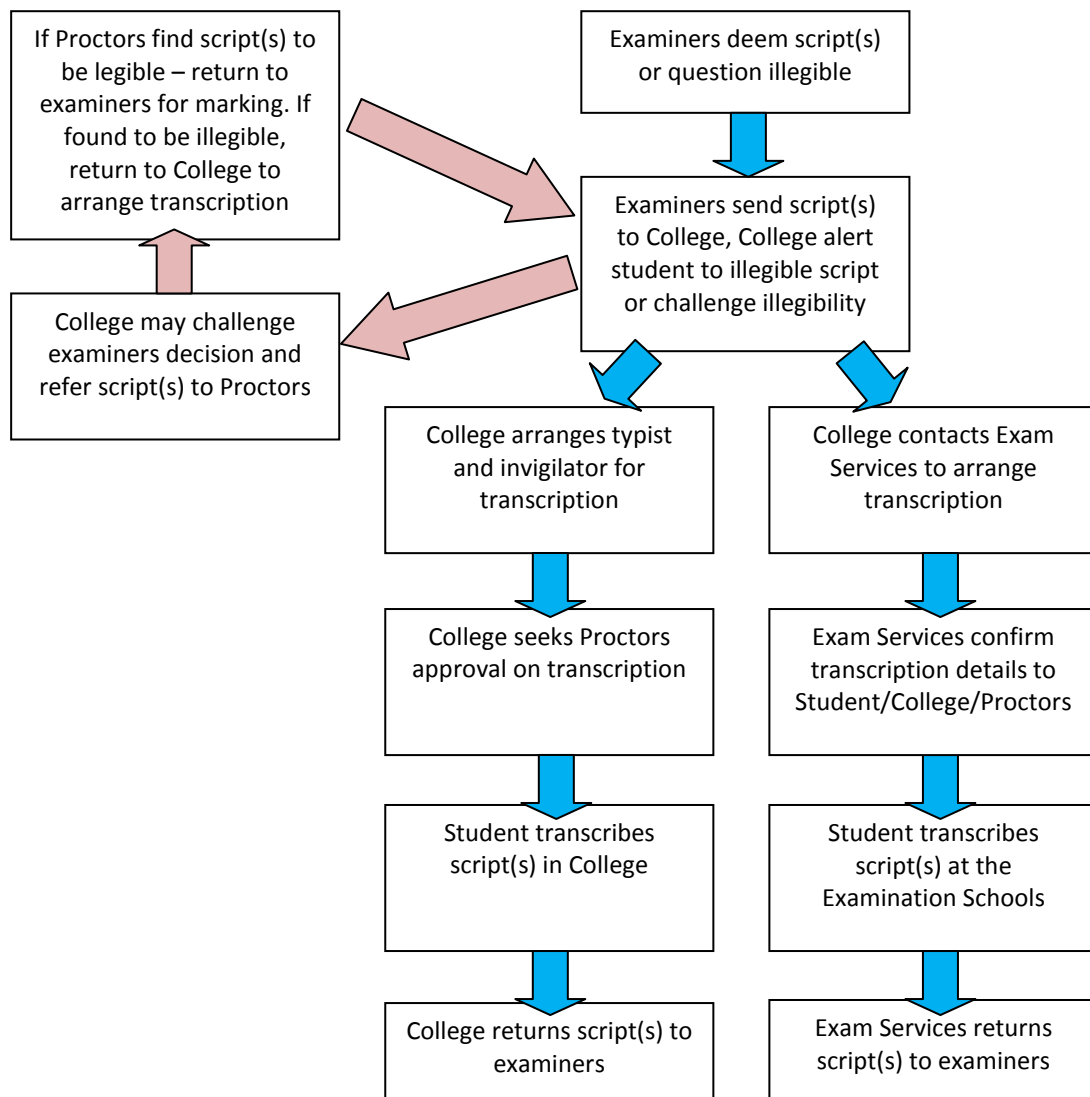
Transcription of Illegible Scripts – Instructions to Colleges

Dear Colleagues,

I am writing to confirm the process for arranging the transcription of illegible scripts should you wish to use the transcription service offered by the Exam Services Team.

Transcription of Illegible Scripts Process (for arrangements made either by the Exam Services Team or by the College Office):

1. Examiners deem script(s) or particular questions within script(s) to be illegible.
2. Examiners send script(s) to candidate's college, indicating which questions are illegible.
3. College reviews script(s) and may challenge the Examiners' decision: if so, script(s) are referred to the Proctors for final decision. If Proctors find script(s) to be legible, they will return them to the Examiners for marking. If Proctors agree that all or part of the script(s) is illegible, they will return them to College.
4. If script(s) to be re-typed, College decides to do this in-house or use the Transcription service run by the Exam Services Team. The Proctors' approval does not need to be sought in individual cases for arrangements made by the Exam Services Team (the Exam Services Team staff will liaise with the Proctors' Office on Colleges' behalf).
5. College notifies student that one of their examination scripts* is deemed to be illegible and that it will need to be transcribed. *Student is not to be informed of which script(s) are deemed illegible in advance of the transcription session.
- 6a. (Dictation and typing in College). College arranges typist and invigilator; seeks Proctors' approval; liaises with student about time/date of dictation exercise; deals with any payment arrangements (e.g. charges student); when script(s) dictated, returns to Examiners with typescript.
- 6b. (Dictation and typing at the Examination Schools). College contacts Exam Services Team to request for dictation session to be set up, confirming whether the cost is to be invoiced to the College or paid by the student. Exam Services arrange transcription session and confirms details of typist, invigilator, date and time of transcription to the student, College and Proctors. Student attends at the Examination Schools as scheduled. Unless College is to be invoiced, student pays £40 admin fee ahead of transcription session. Transcription exercise goes ahead. At end, unless College is to be invoiced, student pays hourly charges (£12 for typist, £12 for invigilator) according to length of session. Exam Services return script(s) to Examiners with typescript.



NOTE: If Examiners deem more than one script for the same candidate to be illegible, multiple scripts can be transcribed in one session but there is a maximum session time of four hours. If the transcription is not complete, additional dictation exercises will need to be set up, with additional administrative fees.

Appeals

Should a student refuse to co-operate with the dictation exercise the admin fee would still be charged and the script would be returned to Examiners for marking as it stands.

Should a student dictate their script(s), but refuse to pay the hourly charges afterwards, they would be regarded as debtor to the University and the Junior Proctor would decide whether the typescript could be given to the Examiners.

Notification for Students



Please circulate the notice below to students **if you are intending to utilise the Central Transcription Service for processing illegible scripts:**

If an examiner identifies your written examination script as illegible they may ask for it to be transcribed. Your College will contact you if your examination script/s has been identified as illegible. You will be asked (via email from exam.services@admin.ox.ac.uk) to attend a scheduled transcription at the Examination Schools, for which you will be given a date and time.

You will be asked to pay an administrative fee of £40, plus £12 per/hour for an invigilator and £12 per/hour for a typist for a single transcription session. As an example, a three hour transcription session would cost you £112. Invigilator and typists time is calculated by the half hour, rounded up to the nearest half hour.

Payment for the transcription is to be made via the Online Shop. You are asked to pay the administrative fee of £40 before the transcription session is scheduled to take place and to pay the invigilator and typist's time at the end of their session, before you leave the Examination Schools.

The duration of a transcription session is limited to a maximum of four hours, with sessions beginning at either 9.00am or 2.00pm. Should you require longer than four hours, you will be required to book a further transcription session and therefore pay an additional administrative fee for another session.

Should one question of the examination script require transcribing, i.e. the last question answered toward the end of the examination, you will be asked to transcribe that single question instead of the whole paper.

If you are concerned about your handwriting please liaise with your Tutor or College Office about steps you can take to help improve your handwriting before you are due to sit your examinations.

Prevention and Advice to Students

Please do notify students of the changes above, if you wish to use the Central Transcription Service – especially where pricing and timing are concerned.

Where students are known to have bad handwriting (i.e. as seen in Collections or hand-written work), it is important to encourage them to practice their handwriting for exams.

You may wish to encourage them to try handwriting for a timed three hour exam such as College Collections or Mock Exams. Mock Exam sessions will be held at the Examination Schools during Week 4 of Trinity Term, which offers students a quiet, invigilated and timed mock examination.

Contacts

Should you have any questions or concerns please contact exam.services@admin.ox.ac.uk or telephone (01865) 276917 or (01865) 286345.

Gemma Webb
Examination Services Coordinator