A scribe is an educational assistant employed by the Accessible Education Center (AEC) to work on a one-to-one basis with a student registered with the AEC, whose disability related functional limitation(s) prevent the student from meeting curriculum requiring physical writing or keyboard entry.

1. Eligibility for scribing services is determined by the Accessible Education Center’s (AEC) and is determined on a case-by-case basis.

2. Students requesting scribing services must be registered with the Accessible Education Center and present documentation of disability impairment(s) which prevent the student from completing course assignments and/or exams requiring physical writing or keyboard entry.

3. Scribing services are provided for San José State University curriculum support only and must be requested each semester the service is needed; they are not provided for personal need.

4. Students are required to present the AEC with a copy of the course syllabus for each course they are requesting scribing service.

5. The AEC will make the final determination as to the appropriateness of providing a Scribe. Once approval is granted, the AEC together with student input will determine the following information as it relates to the Scribe and curriculum:

   - Specific task(s) the Scribe will perform
   - Specific skills, if any
   - Beginning and end date
   - Scribe session location (i.e.: Library, Science Lab)
   - Number of hours student believes will be needed per day, week or month

6. The AEC will clarify the requirements of the scribing job, will hire, and train the scribe. Students are encouraged to give individual direction pertaining to the job to the scribe.

7. Students requesting any adjustments must provide valid justification.

8. The AEC makes every attempt to hire scribes with qualifications meeting the requirements of the job. The hiring of a scribe may be delayed due to a late request or the time of the semester during which a request falls.
9. Students may request that the AEC hire an individual with whom they have previously worked or who they know to possess the skills for the job. The AEC, however, reserves the right to make the final hiring decision.

10. AEC students should contact AEC to discuss any concerns regarding AEC notetaking services.

11. Student and scribe should exchange phone numbers / e-mail addresses for purposes of communication. All communication (unless otherwise agreed upon by both parties) should be directly related to the coursework or specific job.

12. Student and scribe must work on campus unless otherwise required by the course curriculum. Off campus locations must be public domain and pre-approved by the AEC.

13. Scribes will not be paid until the student has met with a Counselor and received approval for the service. The student will be responsible for payment for any service rendered by a scribe prior to this time. The student is responsible for emailing the Accommodations Coordinator confirmation on the number of hours worked. In the absence of an email, the scribe’s payroll may not be processed.

14. Students are responsible for requesting scribing services:

   Course Assignments: Schedule scribing services with AEC appointed scribe upon knowledge of assignment. Assessments extensions will not be granted for late scribing requests.

   Exams: Schedule date and time of exam with the Accommodation Support Specialist at 408.924.6234 or email AEC-exams@sjsu.edu Failure to request scribe services for exam in a timely manner, at least five school days prior to actual exam date, may result in a need to reschedule an exam and will be determined on a case-by-case basis.

15. Students can speak with the AEC regarding concerns they may have with completed assignment(s) and/or exam(s).

16. The AEC reserves the right to discontinue service if any of the above, or a combination of the above, are violated or abused.
Temporary Scribing Services

In following with the Scribing Services Policy students approved for temporary scribing services must follow the following procedure to arrange scribing hours:

Student responsibility:

- Review the available scribing hours on the AEC website and determine what days and times you will be able to meet with a scribe the following week
- Email AEC-exams@sjsu.edu every Friday with your available hours

AEC Responsibility:

- AEC will contact student within 48 hours to confirm scribing schedule
- All scribing session will be completed in the Center for Accessible Technology, MLK #230, unless otherwise arranged.

_AEC students should discuss any concerns regarding available scribe hours with AEC counselor._

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**Scribing Regulations**

<table>
<thead>
<tr>
<th>Course Assignment(s)</th>
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<th>Exam(s)</th>
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</thead>
<tbody>
<tr>
<td>Audio Recording</td>
<td>Hand written copy</td>
<td></td>
</tr>
<tr>
<td>• Student must be present during all scribing sessions.</td>
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<tr>
<td>• Students are responsible for providing a clear audio recording of the assignment.</td>
<td>• Students are responsible for providing legible hard copy of assignment.</td>
<td>• Students are responsible to dictate all format requirements (i.e.: APA, Turbian, MLA, etc.)</td>
</tr>
<tr>
<td>• All scribing session will be conducted in a location designated by the AEC.</td>
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</tr>
<tr>
<td>• Students are responsible for providing storage device compatible with AEC hardware (i.e USB Flash Drive)</td>
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