This form is to be used where a scribe has been approved as a reasonable adjustment for an examination (this must be approved in advance by AIM). The scribe must complete the details below and both the scribe and learner should sign as confirmation.

|  |  |
| --- | --- |
| Centre name |  |
| Name of scribe |  |
| Job role |  |
| Name of learner |  |
| Date of examination |  |
| Time of examination |  |
| Qualification examined |  |

**Scribe declaration**

I confirm that I have scribed the exact words given to me by the learner during the examination and that I provided no additional support or explanation. I confirm that any technical language was spelt out loud by the learner for me to scribe.

Scribe signature: …………………………………………………………… Date: ..........................................................

**Learner declaration**

I confirm that the scribe wrote the exact words I spoke and gave me no additional support or explanation. I confirm that I spelt out loud any technical language for the scribe.

Learner signature: …………………………………………………………… Date: ..........................................................

Please return this sheet to **AIM Qualifications and Assessment Group, 3 Pride Point Drive, Pride Park, DE24 8BX.**