

## WHAT IS A SCRIBE?

A scribe is an individual who records information dictated to him/her by students who are unable to write.

## APPLICATION PROCEDURE

1. Complete this application form and return to the Jennifer Keeping AccessAbility Centre.
2. Once this is completed all pertinent information is entered into the Jennifer Keeping AccessAbility Centre database.
3. You will be contacted if there is a match between your qualifications and a student's request.
4. Once a match is made the proctor/ scribe then signs a confidentiality agreement with the Jennifer Keeping AccessAbility Centre.

## CONFIDENTIALITY AGREEMENT

I hereby agree and solemnly undertake that, because my role as an employee of the Jennifer Keeping AccessAbility Centre of the Cape Breton University involves information of highly sensitive, private and confidential nature, I will hold in strict confidence and will not disclose any such information to any person at any time, other than with the Manager of Accessible Learning & Student Transition because to do so would undermine the integrity of the centre as well as the privacy of the students utilizing the AccessAbility Program.

I further confirm, agree and undertake that I will not repeat or distribute information received by me, either verbally, in written or electronic form, in connection with my said role as an employee of the Jennifer Keeping AccessAbility Centre and I will ensure that any such information, including the personal information of the students utilizing the Centre, is to be secure by me in strict confidence and is thereby disclosed to no one at any time.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**JENNIFER  
KEEPING  
ACCESSABILITY  
CENTRE**

## Scribe Application

**JENNIFER  
KEEPING  
ACCESSABILITY  
CENTRE**

1256 Grand Lake Road  
Sydney, NS B1P 6L2

P.O. Box 5300

Phone: (902) 563-1208

Fax: (902) 563-1216

E-mail: [jkac\\_user@cbu.ca](mailto:jkac_user@cbu.ca)

**CAPE BRETON  
UNIVERSITY**

## RESPONSIBILITIES

The Jennifer Keeping AccessAbility Centre is always looking for qualified students that will supervise the writing of a test or exam when the course instructors are not present. The demand for Scribes will depend on students' course each semester.

## QUALIFICATIONS

Qualified Scribe should meet the following requirements:

- Legible hand writing skills
- Trustworthy
- Good communication and interpersonal skills.
- Patience.

## RATE OF PAY

Scribes are paid \$15 an hour

## APPLICATION FORM

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

SIN#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel #: (home) \_\_\_\_\_  
(cell) \_\_\_\_\_

Email: \_\_\_\_\_

Major: \_\_\_\_\_

**Authorization:** I hereby give the Jennifer Keeping AccessAbility Centre permission to confirm my grades.

**Signature:** \_\_\_\_\_

### How would you rate your Writing skills?

Please circle your answer for each statement using the following scale. (5 representing an area of strength and 1 an area of weakness)

#### Writing Speed:

5 4 3 2 1

#### Legibility:

5 4 3 2 1

#### Listening Skills:

5 4 3 2 1

#### Communication Skills:

5 4 3 2 1

#### Grammar & Spelling Skills:

5 4 3 2 1