

Guidance on the use of Scribes and Proofreaders for Written Work

1. Purpose

These guidance notes outline the acceptable use of scribes and proofreaders for written work across all programmes delivered by SAE Institute (SAE) in the regions of the UK, South West Europe, GSA, and all licensed territories delivering UK validated programmes.

2. Scope

The guidelines apply to all students submitting written work including, but not limited to essays, reports and written examinations.

3. Associated Documents

A02 Learning, Teaching and Assessment,
A03 Academic Honesty Policy,
G01 Code of Conduct

4. Scribes/amanuensis

Where a specific need has been identified through an official needs assessment, the use of scribes may be permitted for written work, including coursework and examinations. SAE does not have provision to provide this service, but students in receipt of funds from the disabled students' allowance (DSA) can access the service through dedicated providers.

Where possible, it is advised that the student and scribe meet regularly to practice the process. Where a scribe is used within a timed examination, separate accommodation will be made available. The student will be allocated an additional 25% time to account for the reduced speed associated with dictation.

Scribes:

- should write down *exactly* what the student says, which requires the student to include punctuation and spell out technical words or names.
- must not rephrase or paraphrase what is dictated to them.
- can not correct sentence construction, grammar or the use of language.
- may read back to the student what has been written.
- may read examination questions, but can not explain the meaning of words or provide any additional support or prompts in answering a question.

5. Proofreaders

Proofreading should be the final stage of producing a piece of academic writing. SAE believes that students should be encouraged to proofread their own work, since this is an essential skill in the academic writing process.

In some instances it may be appropriate for some students to seek the help of a third party for proofreading. Such third parties can be professional proofreaders, fellow students, friends or family members.

Prepared by D.Ashman | Guidance on the use of Scribes and Proofreaders for Written Work | UK_1_A_GDE_a02d_Scribes & Proofreaders_200929 | Approved by UPSQC | Page 1 of 4

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These guidelines sets out guidance for students, staff and any external proofreaders for all written work. Failure to adhere to these guidelines may incur penalties as outlined in the Academic Honesty Procedure (A03).

If you use a third party, you must identify them and have them sign a statement that their contribution was limited to checking for, identifying and suggesting corrections for errors in text. You are advised to identify and consult with a proofreader early to ensure clear expectations are agreed around what does/does not fall under the remit of a proofreader (as outlined below), when they will take receipt of the work, how long it will take to complete the work, the agreed cost of the service if applicable.

Proofreading is not editing - not checking or amending ideas, arguments or structure - which would amount to plagiarism (presenting the work of others as your own).

It is the student's responsibility to provide the proofreader with a copy of these guidelines. The proofreader must sign the statement below (appendix 1) and this statement must be handed in with the submission.

A proofreader may:

- Identify typographical, spelling and punctuation errors;
- Identify formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers);
- Identify grammatical and syntactical errors and anomalies;
- Highlight overly-long or complex sentences or paragraphs, especially where meaning is ambiguous;
- Identify minor formatting errors in referencing (for consistency and order);
- Identify errors in the labelling of diagrams, charts or figures;
- Identify lexical repetitions or omissions.

A proofreader may not:

- Add to content in any way;
- Check or correct facts, data calculations, formulae or equations;
- Rewrite content where meaning is ambiguous;
- Alter argument or logic where faulty;
- Rearrange or reorder paragraphs to enhance structure or argument;
- Implement or significantly alter a referencing system;
- Re-label diagrams, charts or figures;
- Reduce content so as to comply with a specified word limit;
- Make grammatical, syntactical or stylistic corrections;
- Translate any part of the work into English.

Students have overall authorial responsibility for their work and should choose whether they wish to accept the proofreader's advice. Students should note that the use of a proofreader will not be accepted in mitigation of any deficiencies in their work.

6. References:

These guidance notes have been written in consultation with other Higher Education providers' policies in mind, and the further research into the use of scribes and proofreaders. Notable sources that have informed the policy are:

Hanafin, J., Shevlin, M., Kenny, M. and McNeela, E., 2007. *Including Young People with Disabilities: Assessment Challenges in Higher Education*. Higher Education, 54(3), pp.435-448.

Royal Holloway University of London. 2015. *Policy on Proofreading Students' Written Work*.

University of Cambridge. 2016. *Guidelines for Students, Supervisors, Examiners and Proofreaders*. Accessed online 29/09/2020 at https://www.plagiarism.admin.cam.ac.uk/files/proofreading_2016.pdf

University of Essex. 2011. *University Policy and Guidance on Proofreading of Student Texts*. Accessed online 29/09/2020 at <http://www.essex.ac.uk/proofreading/policy.aspx>

7. Policy History

Policy approved: November 2020

Policy review: November 2021

Appendix 1

Proofreader Statement

(adapted from http://www.plagiarism.admin.cam.ac.uk/files/proofreading_2016.pdf)

Proofreading should be the final stage for all submitted work. Students should always proofread their own work but, in some circumstances, are encouraged to use a third party for proofreading. This third party may be professional, a friend/family or a fellow student. If you use a third party, you must identify them and have them sign a statement that their contribution was limited to checking for, identifying and suggesting corrections for errors in text. Proofreading is not editing - not checking or amending ideas, arguments or structure - which would amount to plagiarism (presenting the work of others as your own).

A proofreader may identify

- typographical, spelling and punctuation errors;
- formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers);
- grammatical and syntactical errors and anomalies;
- overly-long or complex sentences or paragraphs, especially where meaning is ambiguous;
- minor formatting errors in referencing (for consistency and order);
- errors in the labelling of diagrams, charts or figures;
- lexical repetition or omissions.

A proofreader may not:

- Add to content in any way;
- Check or correct facts, data calculations, formulae or equations;
- Rewrite content where meaning is ambiguous;
- Alter argument or logic where faulty;
- Rearrange or reorder paragraphs to enhance structure or argument;
- Implement or significantly alter a referencing system;
- Re-label diagrams, charts or figures;
- Reduce content so as to comply with a specified word limit;
- Make grammatical, syntactical or stylistic corrections;
- Translate any part of the work into English.

Authorial responsibility

Students must take full responsibility for the authorship of the work, whether or not they have accepted the advice of the proofreader

The use of a proofreader will not be accepted in mitigation of any deficiencies in student work.

Proofreader Statement: *I have followed these guidelines in proofreading the attached work*

Student Name		Name of Work	
Signed		Date	
Proofreader Name		Contact Details	