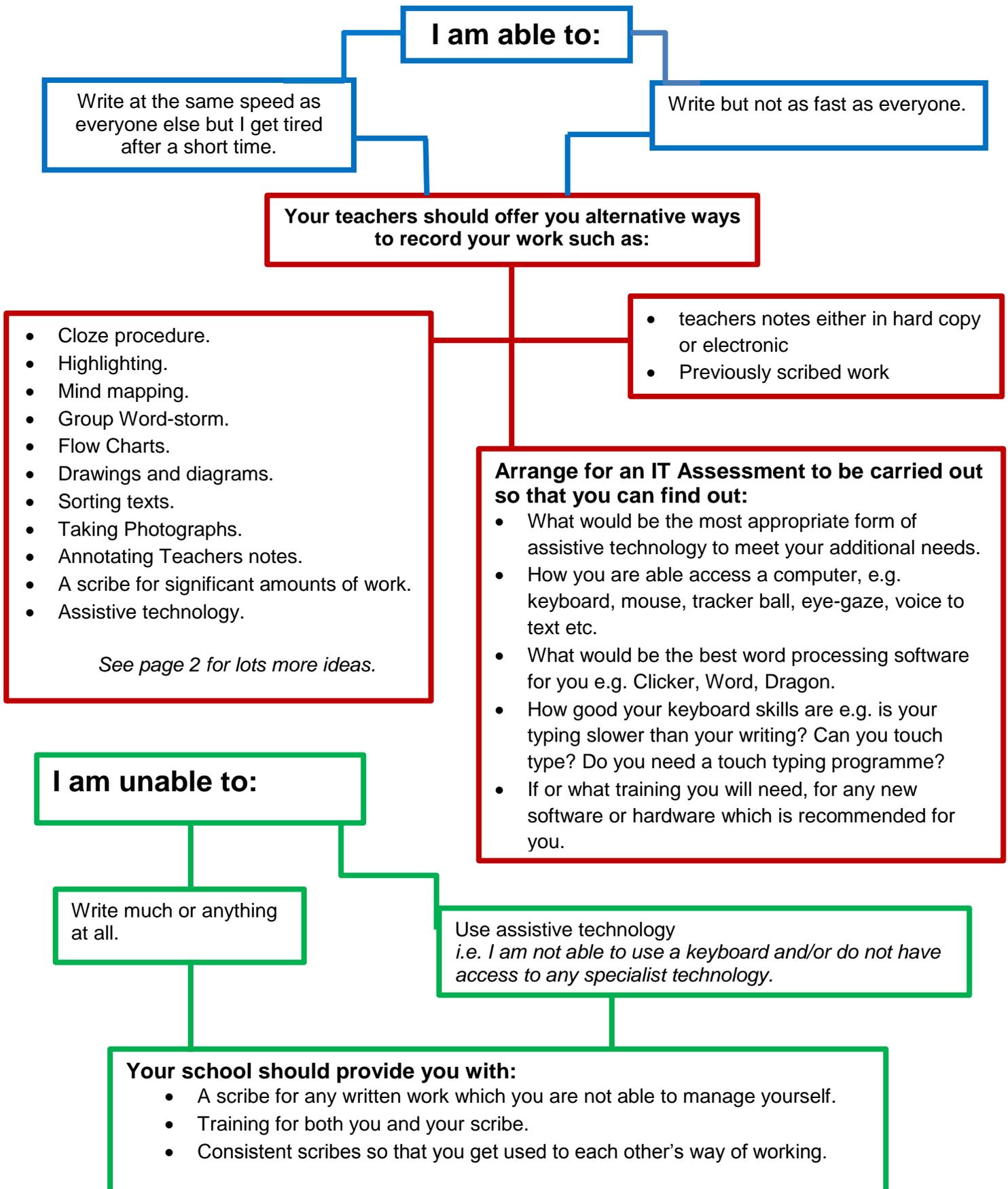


What can I do if I find it difficult or impossible to record my work?





What else can I do if I find writing too difficult?

Ready-made text

- Cloze procedure- where you fill in the missing words from the text.
- Sorting sentences, paragraphs or short texts
- Ordering sentences, paragraphs or short texts
- Matching the beginnings and endings of sentences
- Highlighting e.g. verbs in one colour nouns in another
- Teacher can provide photocopied sheets
- Multiple choice questions and answers
- Use part prepared worksheets
- Matching words to definitions.
- Teacher can give both questions and answers and you have to link correct one with a line.

Recording in maths lessons

- Teacher can give you the outline of a graph and you could complete it.
- Highlight answers on a hundred square or number-line. For larger numbers you could use an abacus template to record the number.
- Use digit symbol cards to construct number sentences.
- Use sticky backed numerals or shapes
- Show your answers using a number fan.

Use of additional person

- You could dictate your work to a helper or 'buddy'.
- Your teacher could choose someone to scribe for the whole group to record notes for all members.

Sorting and Labelling

- You could underline correct label from given list.
- Use post it notes and place them on a sorting board
- Match labels to objects
- Match sentences or pictures
- Match labels to quantities
- Match shapes and solids (2D and 3D)
- Sort objects by initial sound

Images

- Make posters
- Drawings/ diagrams
- Make a 2D or 3D display
- Video recording
- Take digital photos

Charts

- Word searches and crosswords can be given
- Flowcharts
- Mind mapping
- Group word-storm: where one member of group acts as scribe

Exam access

- If you usually have a scribe you will be able to have one for your exam.
- Make sure you practice before and that you are comfortable and confident with your scribe.
- You might be able to have extra time. Your teacher will check how much that time will be with the exam board
- You can have rest breaks.
- If you usually use laptop or word processor - practice beforehand and make sure you are familiar with how the software works.
- You can use Voice recognition software – practice beforehand and familiarise yourself with how it works.



What does a scribe do?

Your scribe will:

- Know and understand what they are expected to do, before they start being your scribe.
- Only write down exactly what you tell them to. Including maps, graphs, or diagrams.
- Write clearly, so that you can read and review the work they have written for you. If you are able to, you can then amend it yourself.
- Amend and change what they have written for you, but only if you tell them exactly what and how, you need them to change it.
- Read back what they have written, if you are not able to do it yourself.

Your scribe is not allowed to:

- Give you advice about how to go about achieving the lesson objective.
- Suggest when you should be moving on to next part of the work.
- Comment or give prompts on what you have told them to write e.g. anything to do with your spelling, punctuation or grammar, layout of the work etc.
- Use facial expressions or body language to indicate that you might need to do things differently.

When you are doing an assessment task, test or exam

Your scribe is not allowed to:

- Give you any advice or clues about the question or task or, how to complete it.
- Explain the meaning of words, phrases or questions.
- Show you any facial expressions or nonverbal body language which would indicate that you need to change anything or rethink your answer.

Remember:

A Scribe should not give you an unfair advantage over the other pupils in your class.

For more advice about how you can be better supported with recording your work, ask your teacher to contact the Physical and Medical Team and a Specialist teacher will come into school to talk to you.

PhysicalAndMedical@bradford.gov.uk