

Transcription with correction of spelling and punctuation in English

Transcription with correction is designed to meet the needs of candidates who have **substantial difficulties** with written communication, but who need to write their responses because they are **unable either to use ICT or dictate their responses**.

In Units or internally assessed components where writing skills are not being assessed, for example close reading, you do not need to seek approval from SQA. However in units or internally assessed examination components where writing **is** being assessed, you must contact SQA. You must also make a request to SQA for any candidate who requires this arrangement in an external assessment — whether writing skills are being assessed or not. If you are in any doubt, please contact us for advice.

Centres and transcribers should be familiar with the following instructions for English as well as the general Transcription with Correction guidance overleaf.

Instructions for transcribers in English

- You must be competent in English and be able to correct spelling and punctuation correctly.
- The candidate's work must be a full transcription
*It is **not** acceptable to only correct spelling and insert punctuation on the candidate's original script.*
- It must be a word-for-word transcription, with only spelling and punctuation errors corrected.
- You must be familiar with the correct spelling of any authors' names and any place names and names of characters in literary texts the candidate is likely to use.
- You must be familiar with the correct spelling of any technical language the candidate is likely to use.
- The candidate's work must be a full transcription
*It is **not** acceptable to only correct spelling and insert punctuation on the candidate's original script.*
- It must be a word-for-word transcription, with only spelling and punctuation errors corrected.
*You must **not** correct or change any of the candidate's original work i.e. if the candidate writes "How you feeling Tom?", this must not be corrected to "How are you feeling Tom?"*
- The vocabulary that the candidate has used must **not** be changed.
For example if the candidate has written "dwell in the past" this should not be changed to "live in the past".

- Candidates' use of expression, tense, grammar etc must **not** be corrected. *For example, if the candidate writes "I done it" this should not be corrected to "I did it".*

General Guidelines for centres

- The transcriber must only correct errors of spelling and punctuation. The transcript must otherwise be an exact copy of the candidate's original script.
- The transcriber should be familiar with the candidate's handwriting, but must not have any personal interest in the success of the candidate or be a relative or a teacher who is involved in the candidate's study of the subject. There may be exceptions to this, but you must contact us to discuss.
- The transcriber should be familiar with the correct spelling of any technical terms (including place names, names of characters in literary texts, etc) the candidate is likely to use.
- The candidate should not be present during the transcription.
- The transcript must be produced under secure conditions as soon as possible after the assessment. An invigilator does not need to be present. Where there is a delay involved, scripts must be secured overnight and completed the following morning.
- The transcript may be handwritten or word-processed. If the transcript is to be handwritten, the transcriber should have legible handwriting. In either case, the transcriber should be able to correct spelling and punctuation competently.
- Diagrammatical material must not be transcribed. Assessment of such material will be based on the candidate's own work.

Remember the transcript must be produced separately and be a word-for-word transcription with only spelling and punctuation errors corrected. It should be attached to the back of the candidate's script, and both should be passed to the Chief Invigilator for despatch to SQA in the normal way. The transcriber must not sign the transcript or inform the Marker of the reason why a transcription was necessary.