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**UNIVERSITY OF ST ANDREWS**  
**POLICY ON ILLEGIBLE EXAM SCRIPTS**

<b>Policy Title</b>	<b>Policy on Illegible Exam Scripts</b>
<b>Scope</b>	<b>Applies to all Undergraduate Taught Postgraduate students</b>
<b>Relationship with other policies</b>	-
<b>Owner</b>	<b>Proctor's Office</b>
<b>Approving Committee</b>	<b>Learning &amp; Teaching Committee (LTC)</b>
<b>Policy approved date</b>	<b>18 May 2011</b>
<b>Policy effective from date</b>	<b>2011-12</b>
<b>Updated March 2015</b>	<b>To include PGT students.</b>

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It is the student's responsibility to ensure that answers provided in examination scripts are legible and can be marked accordingly. Students who have poor handwriting should not be given permission to take their examination on a computer. In cases where two markers find a substantial part of an examination script to be illegible then the School may choose to transcribe the script with associated cost being passed to the student.

In these instances, the student should be notified that they must attend the School for the purpose of transcribing the illegible script. The student must be advised that the object of attendance is only to transcribe the existing script and that the addition or omission of any material will constitute academic misconduct. If the student has already left St Andrews, he/she must bear the costs of any return travel to the University. Following transcription, the student must sign the transcript to confirm that it is a true copy of the original. A photocopy of the original script must be taken before it is given to the student and it should subsequently be compared with the transcription to ensure accuracy. The transcript along with the script should then be returned to the original marker.

It is up to each School to make the appropriate transcription arrangements. Transcribers are normally postgraduate tutors, School administrative staff or transcribers recommended by Student Services.

Most students will be charged for this service. Charges vary between Schools but are generally set at around £25 per transcription. Schools may decide not to mark the transcribed script until payment has been received.

Markers who feel that poor handwriting might be indicative of some disability, should refer the student to Student Services using the normal procedures.

This policy does not relate to students with disabilities who may have a scribe arranged by Student Services in advance of the examination or their paper transcribed after the examination. This would be organised in advance by Student Services in conjunction with the School.