



University of  
St Andrews

## Illegible exam scripts

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<b>Key terms</b>	Academic policies/Assessment, examination and award/Illegible exam scripts
<b>Purpose</b>	This policy relates to the responsibility of UG and PGT students to ensure their examination scripts are legible, and how Schools should proceed in instances where examination scripts are illegible.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
02	To remove the fee element of the policy		Dr Brian Ho, Academic Policy Officer, Education & Student Experience	Nov 2022

## UNIVERSITY OF ST ANDREWS

### POLICY ON ILLEGIBLE EXAM SCRIPTS

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. This could potentially result in additional burden on the student, e.g. in terms of time commitment.

In these instances, the student should be notified that they must make themselves available to the School for the purpose of transcribing the illegible script. The student must be advised that the object of the above 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, the School is encouraged to make use of electronic communication channels (e.g. Teams) to facilitate the transcription session. Following transcription, the student must sign to confirm that it is a true copy of the original. In cases where the transcription session takes place with the student being physically present, a photocopy of the original script must be taken before it is given to the student. In all cases, the original script 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.

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.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
01	To include PGT students	Updated	-	March 2015
02	To remove the fee element of the policy		Dr Brian Ho, Academic Policy Officer, Education & Student Experience	Nov 2022