

**READER/SCRIBE/NOTETAKER FACT SHEET**

Accommodations and Accessibility Services will assign a Reader/Scribe/Notetaker (RSN) to work in the classroom, labs, and/or during exams, tests, or quizzes, as indicated in a student's Memorandum of Accommodation (MOA). RSNs are held to the same standards as all other NOVA employees.

**RSN Role:**

- Read aloud print information from books, handouts, the board, lecture slides, etc.
- Write/type what is dictated by the student and assist with in-class assignments
- Take lecture notes using a variety of formats

**RSN Responsibilities:**

- Arrive to every class 15 minutes early
- Determine the best seating arrangement for in-person classes
- Refrain from performing RSN duties until the student arrives
- Remain in class for as long as the student is present
- Abide by all instructions relative to the provision of virtual services
- Provide notes to student within established turnaround time
- Report absences to the student and Counselor in advance or as soon as possible
- Adhere to the Student Code of Conduct to include maintaining academic integrity
- **Maintain confidentiality and neutrality at all times**
  - Do not engage with any other students in the class
  - Do not discuss class content except to clarify notes for the student
  - Do not participate in the class discussion
  - Do not ask or answer questions for the student

**Student Responsibilities:**

- Identify the best format in which to receive notes (i.e., print, electronic, etc.)
- You will only receive notes for the time you are present in class
- Notify the RSN and professor immediately if you will be absent
- You are responsible for knowing course deadlines, assignments, and other course information provided in the syllabus
- Initiate the discussion about testing arrangements with RSN and professor in advance
  - Agree to the DAY, DATE, TIME and LOCATION of each test, quiz, or exam where you will need RSN services
- Do not request that the RSN ask or answer questions for you
- **Notify your Accommodations and Accessibility Services Counselor immediately if:**
  - Your RSN is late or absent more than two times
  - Notes are not clear or accurate

**Faculty** should notify the Counselor if there are any problems or concerns. The Counselor's contact information is included on the MOA.