

## Reader/Scribe/Notetaker (RSN) Fact Sheet

The Disability Support Services office will assign readers/scribes/notetakers to work in the classroom, labs, and/or during exams, tests or quizzes, as indicated in a student's Memorandum of Accommodation. RSNs are held to the same standards as all other NOVA employee.

### Role

- Convey print information from books, handouts, the board, lecture slides, etc.
- Write/type what is dictated by the student.
- May take notes.

### Responsibilities

- Arrive to every class on time.
- Introduce yourself to the professor and student.
- If it is an in-person class, determine the best place for you and the student to sit.
- Do not take notes or do any scribing until the student arrives.
- Remain in class as long as the student remains.
- Report your absence to the student and professor immediately.
  - Three absences will be considered cause for termination.
- **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

- Determine the best way to receive the notes.
  - Print/electronic format
- Determine the appropriate timeline to receive the notes.
- You will only receive notes for the time you are present in class.
- Notify the professor and notetaker immediately if you will be absent.



- You are responsible for knowing course deadlines, assignments, and other course information provided in the syllabus.
- Do not ask the RSN to ask or answer questions for you.
- **Notify your Disability Support Services counselor immediately if:**
  - Your RSN is late or absent more than two times.
  - Notes are not clear or accurate.
- **Notify your RSN of the DAY, DATE, TIME and LOCATION** of each test, quiz, or exam where you will need their services.

**Faculty** should notify the DSS counselor if there are any problems or concerns. The counselor's contact is in the signature of the MOA and at the link [Contact Us](#) on the DSS webpage.

