

## Guidance for students accessing scribe/typist support via TEAMS

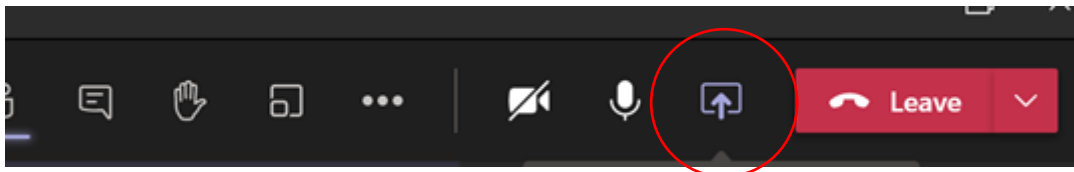
### 1. Accessing TEAMS

A teams meeting should have been created for you and the scribe by the module leader and you should have a link you can access for the date/time of scheduled exam.

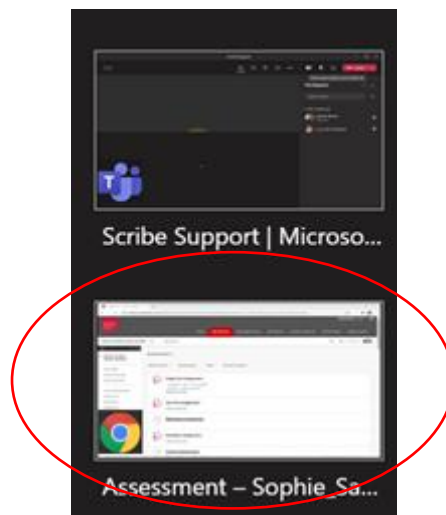
### 2. Accepting a 'control' request during a TEAMS meeting

**IMPORTANT:** In order for a scribe/typist to take control of your device and enter your written test responses you will need to share your screen during the teams meeting.

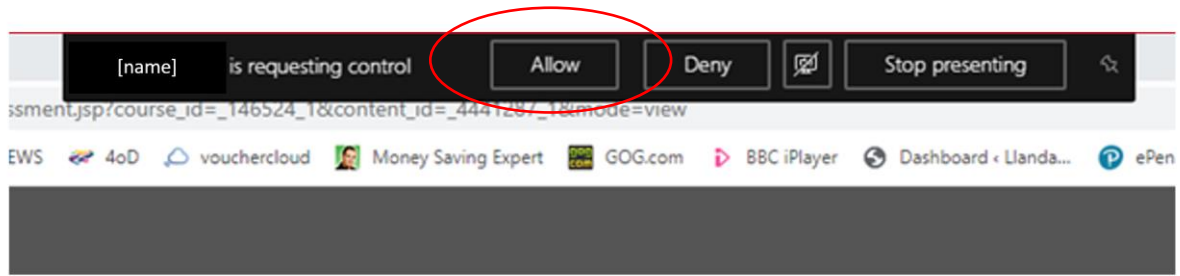
- Once the meeting has started select the 'share screen' icon in the teams meeting



- You will then need to select what screen you choose to share; this will usually be the blackboard test window.



- Once you have shared your screen you will need to wait for the scribe/typist to 'take control' of your device. A message will pop up on your screen once they have requested access for you to 'allow'.



- You will now see TWO cursors on your screen (one will be yours and the other will be your scribe/typist).

