



Patrick Henry Community College  
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disAbility Resources  
Learning Resource Center #109D  
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## Accessibility Assistant (AA) Fact Sheet (Reader/Scribe/Notetaker)

disAbility Resources may assign an Accessibility Assistant to serve the function of a reader/scribe/notetaker to assist a student with a disability in the classroom, labs, and/or during quizzes or tests, as indicated in a student's Faculty Accommodations Form (FAF). The AA may be another student or employee, volunteer or paid. AAs are held to the same standards as all other students or PHCC employees.

### 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 a face-to-face 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 AA to ask or answer questions for you.
- **Notify disAbility Resources immediately if:**
  - Your AA is late or absent more than two times.
  - Notes are not clear or accurate.
- **Notify your AA** of the DAY, DATE, TIME and LOCATION of each quiz or test where you will need their services.

**Faculty** should notify disAbility Resources if there are any problems or concerns.