



## Questions and assistance

If you have any questions or concerns about the notetaking service provided for you, please contact your Disability Advisor or the EDS office – our details are listed on the back.

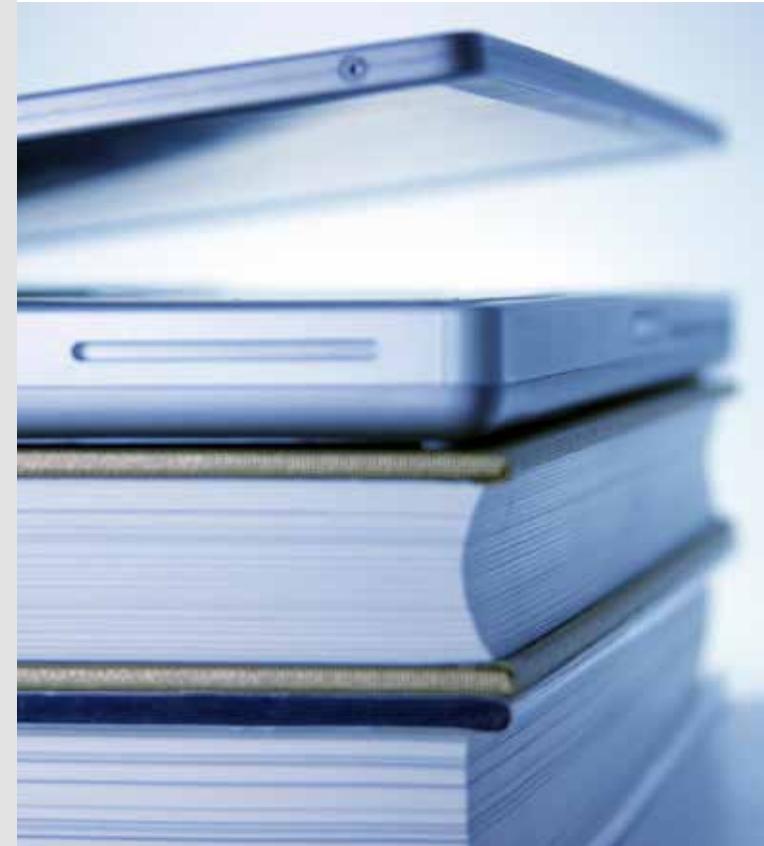
## Equity and Disability Service

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Equity and  
Disability Service



## Guidelines for Students using Notetakers



## Purpose of a Notetaker

Notetakers are provided to take notes for you in lectures if you are unable to do so yourself for disability-related reasons. The notetaking service is confidential and notetakers are generally anonymous within the lecture setting and will usually not meet the students for whom they take notes. The Equity and Disability Service (EDS) has sole responsibility for assigning notetakers. Requests for notes should be discussed with your Disability Advisor.

The goal of notetaking is to record information presented in a lecture that isn't contained in course handouts or lecture slides as accurately as possible, including information from class discussions. No one can write or type as quickly as someone speaks, so it is important to remember that lecture notes will be a summary or a paraphrase of what is said. They are made available to you in order to supplement your own learning.

There are two kinds of notetaking utilised by EDS. The main kind of notetaking is peer notetaking, which involves finding students enrolled in courses where notes are needed and purchasing copies of their notes from them. The second is employed notetaking, which is where EDS arranges for someone to attend lectures and take notes on behalf of the student needing them. Only in cases where a peer notetaker isn't available for a particular course will an employed notetaker be used.



# Guidelines for Students using Notetakers

## Getting the most from your Notetaker

1. If you have particular requirements for your notes, e.g. typed notes, larger font, etc., please discuss these with your Disability Advisor.
2. As lectures progress, you will be required to provide EDS with feedback on the quality of the notes you have received and how they have assisted your study.
3. If you have any concerns about the quality of the notes, please contact your Disability Advisor.

## Student's responsibilities

### Attendance

You are required to attend all lectures for which you have been assigned a notetaker. If you have to miss a lecture, you must inform EDS immediately. If you miss a lecture without informing EDS, the notetaking may be discontinued until you make contact and the situation is reviewed.

### Learn

Course material is increasingly being placed on Learn, including lecture notes, PowerPoint slides, recordings of lectures etc. It is your responsibility to download this material. The notetaker is not expected to copy this material down during the lecture. Where a significant amount of lecture-note material for a course is already provided on Learn by the lecturer or if it is audio/video recorded and put on Learn, EDS may not provide a notetaker.

### Distribution of notes

Lecture notes will be uploaded to a EDS Learn page, and students are expected to check that regularly for their notes. If you prefer to receive a hardcopy of these and collect them from our service, discuss this with your Disability Advisor. Notes that need to be word-processed will be loaded to Learn as soon as they have been processed.

### Communication

Notetakers are not a link between the student and EDS. You must communicate directly with your Disability Advisor at all times.

### Tests/Cancelled Lectures

If a lecture is cancelled, or you have a test in lecture time, it is your responsibility to inform your Disability Advisor as soon as you are made aware of this. Failure to do this may result in notetaking support being withdrawn.

### Copyright

Notes are the intellectual property of the lecturer who delivered the lecture and are provided strictly for your personal use and should not be copied or given to other students.

## Notetaker's responsibilities

### Notes

The notetaker is expected to produce a set of notes that is an accurate summary of the lecture, containing all the major points covered, that is both legible and presented in a way that is useful to you as a student. The latter requires your feedback. If you have concerns regarding your notes, it is important that you contact your Disability Advisor as soon as possible so that the situation can be addressed.

### Providing Notes

All notetakers are encouraged to submit notes as soon as possible to enable timely distribution to students.

### Past notes

On occasion, with lecturer approval and subject to the suitability/relevance of notes, EDS may use past notes instead of a notetaker. If the lecturer has indicated new or updated notes are required a notetaker will be put in place.