


Guidelines Regarding Persons with Disabilities Using the Services of Scribe/Writer

Those candidates who are Visually Impaired (blind/low vision) or Orthopedically handicapped (whose writing speed is adversely affected permanently by cerebral palsy with locomotor impairment) Candidate may use the services of a scribe during the examination. In all such cases where a scribe is used, the following rules will apply:

1. Students, who will be eligible for writer/scribe may arrange for their own writer/scribe as the case may be. In case they are unable to do so, the Controller of Examination would provide the same on receipt of a written request from the candidate at least 24 hours prior to the commencement of the examination.
2. The candidate must be given an opportunity to satisfy himself/herself with the writer's ability to take dictation from the candidates.
3. As far as possible the writer/scribe should be less qualified than the examination. However, if the writer/scribe is more qualified than the examinee, the Controller of Examination should ensure that the writer has not studied the subject at the higher level at which the examinee is appearing.
4. The writer is required to produce his/her identity. And a document of the last exam passed before the examination to the Superintendent of Examinations. In case the writer is more qualified than the examinee, the Controller of Examination may ask for other relevant certificates to establish that the writer has not passed any exam of a higher level than that of the examinee in the subject concerned.
5. The candidates having a permanent disability that is a hindrance to his/her ability in writing may be allowed to write their examinations on a computer/laptop with the help of relevant and disabled-friendly software. Such students may write their examinations at the centre approved by the Examination Section. However, such requests should be made by the candidates to the concerned Head of the department at least a week prior to the examinations.
6. Extra time should be permissible to students who have been allowed to write their examinations on a computer/laptop as per rules.

7. The seating arrangements for persons with locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled-friendly toilets as far as possible.
8. Where the facility of the writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room.
9. A statement showing the particulars (such as Roll No., Name, Course, and date of the Examinations), of the disability category student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination Section along with the writer's proforma, copy of the admit card and a copy of the disability certificate of the candidate by the concerned department of the University for the maintenance of records and to avoid any future discrepancies.


29/07/2013
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Addl. Controller of Examinations