

SCRIBEPOLICY

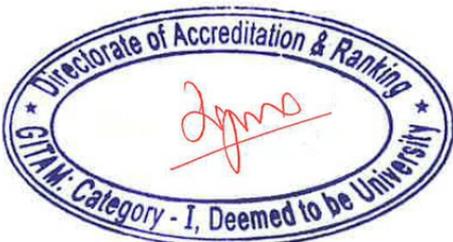
Policy Created on : March 2017

Policy Revised on : May 2020



Registrar

REGISTRAR
Gandhi Institute of Technology and Management (GITAM)
(Deemed to be University)
VISA KHAPATNAM-530 045



POLICY FOR CONDUCTING WRITTEN EXAMINATION FOR PERSONS WITH BENCHMARK DISABILITIES

These guidelines are designed for conducting written examination for persons with Benchmark disabilities based on the letter received from UGC dated 14th Jan 2019 in supersession of the earlier Guidelines issued vide OM No.F. 16-1 10/2003-DD.111 dated 26.02.2013.

The Ministry of Social Justice and Empowerment has issued the "Guidelines for conducting written examination for persons with benchmark disabilities 2018"

Persons with Benchmark Disabilities :

According to section 2(r) of the rights of persons with disabilities act, 2016, a "person with benchmark disability" means a person with not less than forty percent of a specified disability, as certified by the certifying authority. 21 types of disabilities have been covered under the act.

1. Blindness
2. Low vision
3. Leprosy cured persons
4. Hearing impairment
5. Locomotor disability
6. Dwarfism
7. Intellectual disability
8. Mental illness
9. Autism Spectrum disorder
10. Cerebral palsy
11. Muscular dystrophy
12. Chronic neurological conditions
13. Specific learning disabilities
14. Multiple sclerosis
15. Speech and language disability
16. Thalassemia
17. Hemophilia
18. Sickle cell disease
19. Multiple disabilities including deafblindness
20. Acid attack survivors
21. Parkinson disease

Key points

- There is no need for fixing separate criteria for regular and competitive examinations.
- The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability.
- The candidate should have the discretion of opting for his own Scribe/Reader/Lab assistant or request the examination body for the same.
- Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large print, e-text or Braille and can also convert Braille text in English or regional languages.
- The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- The examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.
- Compensatory time of not less than 20 minutes per hour of examination to be given for persons who are allowed use of scribe/reader/lab assistant.

Guidelines

- There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- There is no need for fixing separate criteria for regular and competitive examinations.
- The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) cerebral palsy, the facility of Scribe/Reader/Lab

assistant shall be given, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of Scribe/Reader/Lab assistant can be allowed on production of a certificate to the effect. That the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-1**

- The candidate should have the discretion of opting for his own Scribe/Reader/Lab assistant or request the examination body for the same. The examining body may also identify the Scribe/Reader/Lab assistant to make panels at the District/Division/State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether scribe is suitable or not.
- In case the examining body provides the Scribe/Reader/Lab assistance, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the Scribe/Reader should always be matriculate or above. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidates taking examination. The persons with benchmark disabilities opting for own Scribe/Reader should submit details of the own as per proforma at **APPENDIX-2**.
- There should also be flexibility in accommodating any change in Scribe/Reader/Lab assistant in case of emergency. The candidates should also be allowed to take more than one Scribe/Reader for writing different papers especially for languages. However, there can be only one scribe per subject.
- Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in in large print, e-text or Braille and can also convert Braille text in English or regional languages.
- In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examination such as keyboard, customized mouse etc., should be allowed.

- The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of fitting up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
- The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of the giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.
- As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

Appendix I

Certificate regarding Physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidates with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a government health care institution

Name and Designation

Name of Government Hospital/Health care centre with seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR).

Appendix II

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____(name of the disability) appearing for the _____(name of the examination) bearing Roll No. _____ at _____(name of the centre) in the District _____, _____(name of the State). My qualification is _____.

I do hereby state that _____(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



Registrar

REGISTRAR
Gandhi Institute of Technology and Management (GITAM)
(Deemed to be University)
VISAKHAPATNAM-530 045



