

**GOVT. J. THANKIMA COLLEGE**  
**GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE/READER**

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Learners with disabilities like blindness, low vision, speech impairment, locomotor disability and any other disability which causes difficulty in writing the exams are to be provided with need based provisions. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time. In all such cases where a scribe/reader is used. The following rules will apply:

1. The provision of Scribe/reader will be given upon submission of a medical certificate issued by the competent medical authority.
2. Student who tend to avail the provision for Scribe/reader should inform the Principal one week prior to the examination.
3. The student can use their own scribe/reader at their own cost during the examination.
4. The qualification of the Scribe/reader should be at least one step below the qualification of the candidate who is taking the examination. The Scribe/reader may be from any academic discipline. However, the minimum qualification for the Scribe/reader should be Matriculation.
5. In case, the student is unable to sign due to his / her disability, the thumb impression of the candidate may be obtained.
6. The same Scribe/reader should not be used by another student with disability for the same subject within the same academic year
7. In case of unforeseen situations leading to difficulties for the students (for e.g., the scribe being non-cooperative, scribe falling sick, etc.), the student may change the Scribe/reader. However, the process of identifying and appointing a new Scribe/reader should be done 24 hrs before the the date of examination. Any change requests received lesser than 24 hrs for the examination will not be entertained.
8. The compensatory time for the candidates who use Scribe will be 20 minutes per hour of examination time. Therefore, 40 minutes of extra time will be provided since the duration of examination is two hours.
9. Seating arrangement should be made in a separate room. The timing of disseminating the question paper should be marked accurately on the answer script, and timely supply of supplementary sheets should be ensured.
10. The students opting for scribe/reader shall be responsible for any misconduct on the part of scribe/reader brought by him/her

## **DECLARATION**

We, the undersigned \_\_\_\_\_ eligible candidate for the under-graduate examination and \_\_\_\_\_ eligible writer (scribe) /reader for the eligible candidate, do hereby declare that:

1. The scribe/reader is identified by the students at his/her own cost and as per own choice. The candidate is blind/low vision and other students whose writing speed is affected permanently for any reason and s/he needs a writer (scribe) /reader as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe/reader as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe/reader arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.