



**श्री राम कॉलेज ऑफ कॉमर्स**  
**SHRI RAM COLLEGE OF COMMERCE**

दिल्ली विश्वविद्यालय, मौरिस नगर, दिल्ली ११०००७

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SRCC/AD-43/2024

1<sup>st</sup> May 2024

**NOTICE**

**REQUIREMENT OF WRITER/SCRIBE FOR WRITING EXAMS (For PwBD Students)**

**Semester Examinations (May-June 2024)**

The University of Delhi, vide its notification dated January 28, 2024, had notified its Guidelines for PwBD category on the subject and the same is attached herewith.

In view of the said Guidelines, candidates who belong to the PwBD category and require facility of Writer/Scribe for writing examinations, may submit application for the same to Mr. Rakesh Saini in the Admin Office by 8<sup>th</sup> May 2024 (till 12 p.m.) in respect of Semester Examinations to be held in May-June 2024.

*Pushpinder*

*Smith*

*Quif*

Dy. Superintendents of Examinations For Superintendent of Examinations/Principal

**Circulation:**

1. SmartProf
2. College Website





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Ref. No. OSD(E)/2013/ 20640

Dated : 28.1.2014

## NOTIFICATION

**Subject: Guidelines for conducting written examination for persons with disabilities.**

With regard to the subject cited above, it is notified that the following examination Writing Policy for the students with disabilities has been approved by the Competent Authority of the University. The above guidelines for conducting written examination for person with disability received from the Ministry of Social Justice and empowerment, Department of Disability Affairs vide its F. No. 16-110/2013-DD.III dated 26<sup>th</sup> February, 2013. The following guideline came into implementation with immediate effect:

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. 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 requirement of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe / reader / lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe / reader / lab assistant do not indulge in malpractices like copying and cheating during the examination.
- VI. 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 language.



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- VII. Persons with disabilities should be given 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 prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates 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.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of the question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. 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 making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hour duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive device like talking calculator (in case 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.
- XIII. 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.
- XIV. The examining body should also provide reading materials 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.



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- XV. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

It is to inform to all concerned officers to ensure that the above guidelines are scrupulously followed while conducting examination for person with disabilities. All the Departments/Colleges to ensure compliance of implementing these guidelines.

*Sumar*  
DR. SATISH KUMAR 30/01/2014  
OSD- EXAMINATIONS

*Rup Lal*  
PROF. RUP LAL 30/01/14  
DEAN -EXAMINATIONS

Note: In the case of half yearly examinations the College/Department should also follow the same guidelines, with no financial liability on the part of the University.