

Policy for Scribe



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

("A+" Grade, NAAC Accredited)

No. CP-IV/23/ 923-1172

Dated: 09-01-2023

To

The Directors/Chairpersons/Principals of all the
Institutes/ Departments/Colleges
affiliated/maintained with Kurukshetra University,
Kurukshetra

Subject: Guidelines for conducting written examinations for persons with Benchmark Disabilities/Persons with Disabilities.

Dear Sir/Madam,

Kindly refer to the letter Nos. F No. 34-02/2015-DD-III dated 29.08.2018 & F. No. 29-6/2019-DD-III dated 10.08.2022 issued by The Ministry of Social Justice and Empowerment, Govt. of India vide which various guidelines have been issued by the Govt. of India towards the difficulties being faced by the persons with Benchmark Disabilities/Persons with Disabilities. Accordingly, I have been directed to issue the following guidelines to redress the issues being faced by the persons with Benchmarks disability/persons with disabilities during University Examinations:

1. To accommodate/facilitate the persons with Benchmark disabilities/persons with disabilities & to avoid harassment to these persons, the Directors / Chairpersons / Principals of all the affiliated Institutes / Departments / Colleges will allow the scribe/compensatory time as per entitlement to these persons at their own level during the University Examinations. In future, such cases should not be sent to the University for approval. However, the cases of seeking scribe in the accidental cases will be dealt with by the University.
2. For the purpose, the concerned candidate will give his/her request as per Annexure-A to the concerned Director/Chairperson/Principal.
3. The facility of Scribe/Reader/Lab Assistant will be allowed to any person with benchmark disability/persons with disabilities as defined under section 2(r) & 2(s) 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) and cerebral palsy, the facility of scribe/reader/lab assistant will also be allowed. Furthermore, in case of other category of benchmark disabilities/persons with disabilities, the provision of scribe/reader/lab assistant will 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.

4. In case of persons with benchmark disabilities/person with disabilities, the qualification of the scribe should be one step below the qualification of the candidate taking examination. However, in case of blind candidates, the qualification or other such restrictions for the scribe/reader/lab assistant should not be fixed.
5. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidate should be allowed to take different scribe for writing different papers especially for languages.
6. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in the computer or in large print of question papers.
7. The Persons with benchmark disabilities/persons with disabilities will be allowed to take examination on computer system and accordingly, they will be allowed to check the computer system one day in advance so that the problem, 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.
8. The disability certificate issued by the competent medical authority at any place will be accepted.

9. Compensatory time should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. In case, the candidates with benchmark disability/persons with disabilities who are not availing the facility of scribe will be allowed additional time of minimum one hour for examination of 3 hours duration. Furthermore, if the duration of the examination is less than an hour, then the additional time will be allowed on pro-rata basis. In such cases, additional time should not be less than 5 minutes and should be in the multiple of 5.
10. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams).
11. As far as possible the examinations for persons with disabilities should be at the ground floor. The examination centres should be accessible for persons with disabilities to avoid confusion or distraction during the day of the exam.
12. The time of giving the question papers should be marked accurately.

You are therefore requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disability/persons with disability.

Yours faithfully



Assistant Registrar (Conduct)
10/1/23

Endst. No. CP-IV/23/ 923 - 1172

Date: 09.01.2023

Copy of the above is forwarded to the following for information and necessary action, please: -

1. Dean, Academic Affairs, KUK
2. OSD to Vice Chancellor (for kind information of the Hon'ble Chancellor, KUK)
3. Director IT Cell (with a request to upload on KUK website)
4. Assistant Registrar O/o Registrar (for kind information of the Registrar, KUK)
5. Steno to COE-I/II (for kind information of the COE-I/II, KUK)
6. Assistant Registrar (Result-I/II/III, Secrecy)
7. Examination Enquiry, K.U. Kurukshetra
8. Steno to Assistant Registrar (Conduct)


Assistant Registrar (Conduct)
10/1/23