

Amanuensis Policy of Institute for Examinations

Radhakrishna Institute of Technology &
Engineering, Bhubaneswar

(BRUT affiliated, AICTE approved & NAAC accredited)



Amanuensis Policy for Examinations

An amanuensis may be allowed by the Centre Superintendent on the request by a visually handicapped candidate and also a candidate suffering from any of the following physical handicaps:

- a) Whose dominant hand is in a plaster cast due to fracture or injury.
- b) Who is suffering from Rheumatoid Arthritis and other painful conditions of dominant hand.
- c) Who is suffering from nerve injuries under paralytic conditions of dominant hand.
- d) Who is suffering from any condition interfering with writing performance of dominant hand.

The amanuensis will be provided subject to the following conditions

- a) The Centre Superintendent is satisfied that the request is genuine.
- b) The amanuensis is a student of the standard specified below and selected by the Centre Superintendent:
 - a. For Post-graduate Examination: Degree standard.
 - b. For final year of under-graduate Examinations: First Year standard.
 - c. For first & second year Examinations: Senior higher Secondary standard.
- c) The candidate's request for grant of an amanuensis is accompanied by a medical certificate from an Orthopedic Surgeon / Junior Specialist in Orthopedic Surgery/Senior Specialist in Orthopedic Surgery duly countersigned by the Senior Medical Officer of the concerned Hospital.
- d) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.

Half an hour extra time may be given to a Physically Handicapped candidate who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the Centre Superintendent.

- a) The centre superintendent will report each such case to the University with full detail about both the candidates, i.e. the examinee and the amanuensis writing for him, on the prescribed form.
- b) The words 'Answers written by the Amanuensis' shall be written in red ink by the Centre Superintendent on the top (left side) of title cover of the Answer-book

An amanuensis may be provided to a candidate meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection:

- a) The candidate who meets with an accident during the days of examination and requests for an amanuensis, should normally meet the Centre Superintendent, at least


Principal
Radhakrishna Institute of Technology
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24 hours before the commencement of the examination, together with the following declarations:

- b) The amanuensis should be a student of the standard as specified in para (2) above.
 - c) The examinee who meets with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.
 - d) The same amanuensis should continue for all the examination days.
 - e) The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/session. This amount should be remitted to the University.
 - f) The Chief Centre Superintendent should report each such case to the University with full details about both the candidates (original candidate and the amanuensis.)
- N.B.: The words "Answers written by the Amanuensis" should be written in red ink by the Centre Superintendent on the title cover of the answer-books.



Principal
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Radhakrishna Institute of Technology
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Guidelines from Department of Higher Education, Odisha for Conducting Written Examination for Persons with Disabilities

GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

No.HE-COOD-MISC-0005-2019 10896 /HE., Dated 27.5.19

From:

Saswat Mishra, IAS
Commissioner-cum-Secretary to Government

To

The Registrars (All Universities)
The Principals, (All Govt. and Non-Govt. Degree Colleges)

Sub: Guidelines for conducting Written Examination for Persons with Disabilities.

Madam/Sir,

In supersession of all previous instructions, and as advised by Social Security & Empowerment of Persons with Disabilities Department (SSEPD) of the State Government, you are hereby directed to strictly adhere to the State Government guideline issued vide letter No. 18357/WCD-DWI-Misc-1/2013, Dated: 17.09.2013 under the signature of Sri J.K. Mohapatra, the then Chief Secretary of Odisha, (Copy Enclosed) for conducting written examination for PwD candidates. Some important aspects of the said guideline are furnished below.

1. 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.
2. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
3. 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.
4. 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.

5. 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 disabilities not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
6. 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.
7. 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.
8. 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.
9. 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.

This is for your information and necessary action.

Yours faithfully,



Commissioner-cum-Secretary to Government

Memo No 10897 /HE, Dated 27.5.19

Copy forwarded to the Principal Secretary to Government, SSEPD Department for kind information and necessary action.



Commissioner-cum-Secretary to Government

Memo No 10898 /HE, Dated 27.5.19

Copy forwarded to the Director, Higher Education/ All Regional Directors of Education for information and necessary action.



Commissioner-cum-Secretary to Government

J. K. MOHAPATRA, IAS
CHIEF SECRETARY, ODISHA



GOVERNMENT OF ODISHA

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No.WCD-DW1-Misc-1/2013 ¹⁸³⁵⁷ CS(W&CD)
Bhubaneswar, dated the 17th Sept., 2013

To

All Principal Secretaries to Govt.,
All Commissioner-cum-Secretaries to Govt.,
All Revenue Divisional Commissioners,
All Heads of Departments,
All Collectors.

Sub: Guidelines for conducting written examination for Persons with Disabilities.

Madam/Sir,

With a view to address the problem of writing faced by the Persons with Disabilities during various examinations, it was felt necessary to provide a scribe for all academic and competitive examinations. Accordingly, the guidelines were issued by Women & Child Development Deptt. vide their letter No.10485/WCD, dated 17.05.2013. It appears that some Departments have still not adopted these guidelines. The guidelines are reiterated below:

1. There is no need for fixing separate criteria for regular and competitive examinations.
2. 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.
3. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
4. 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.
5. 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.
6. 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.

7. 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.
8. 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 question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
9. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
10. 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 hours duration which could further be increased on case to case basis.
11. 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.
12. 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.
13. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares 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.
14. 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.

All Departments must ensure compliance of these guidelines by the subordinate offices and allied Academies/examination bodies under their administrative control.

Yours faithfully,


12.12.13
Chief Secretary,
Odisha