


KANNUR UNIVERSITY

(Abstract)

Guidelines for conducting written examination for persons with disabilities-Modified –Orders issued

ACADEMIC BRANCH

No.Acad.D3/203/2013

Civil Station P O Dated. 01/11/2016

- Read: 1. U.O.No.Acad/D3/5239/2007 dated 09/04/2010
2. Letter No.F 6-2/2013(SCT) dated 02/05/2013
3. Office Memorandum No 16-110/2003 –DD.III dated 26/02/2013 from Ministry of Social Justice & Empowerment Department of Disability affairs.
4. Minutes of the Syndicate held on 31/12/2013, vide item No.2013.655
5. U.O.Note No. EGLI/ET & S/2015 dated 16/11/2015 from Examination Branch
6. Minutes of the Syndicate held on 07/12/2015, vide item No.2015.376
7. Report of the Expert Committee dated 01/02/2016
8. Minutes of the Syndicate held on 06/04/2016, vide item No.2016.118

As per the University order read 1st, the benefits/concession is given to deaf, dumb, blind, spastic and dyslexic students who have 40% and above disability, which include permission to use an amanuensis, additional time of 60 minutes for each paper, exemption from studying additional/second language and additional grace mark @25% of the secured marks in each paper in all University examinations. This benefit is applicable for UG/PG including professional courses.

2.As per the paper read 2nd, a letter has been received from the Joint Secretary, University Grants Commission, New Delhi forwarding the Guidelines read 3rd above, issued by the Ministry of Social Justice and Empowerment, Department of Disability Affairs for conducting written examination for persons with disabilities.

3. The matter was placed before the Syndicate and it was resolved to obtain specific recommendation of the Examination Branch, as per the paper read 4th above.

4. The remarks obtained from Examination Branch vide paper read 5th above, was placed before the Syndicate and it was resolved to constitute an expert committee to study the matter vide paper read 6th above.

5. As per the paper read 7th, the Committee examined the guidelines suggested by the UGC for conducting written Examination for persons with disabilities and submitted a detailed report with the following recommendations:

- I. There should be 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.

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- 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. Locomotor/ Orthopedic disabled candidates with **permanent writing disability** may be granted scribe and extra time if it is unavoidable. The facility of Scribe /Reader/ Lab Assistant is meant for only those candidates with disabilities who have Physical limitations to write the Examination including that of speed.
- 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 College 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. The Principal of the College or the Director of SDE shall be entrusted to make the panel of scribe. The name of the scribe suggested by the candidate may be included in the panel, but the scribe should not be the near relative of the candidate.
- 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 languages.
- 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. (Examinations System should be empowered in future in tune with this recommendations of UGC)
- VIII. 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.(Examination System should be empowered in future in tune with this recommendations of UGC).
- IX. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

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- X The word “extra time or additional time” that is being currently used should be changed “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. Compensatory time of 20 minutes per hour instead of 60 minutes per paper may be considered as there are papers with 3 and 2 hour as per regulations.
- XI The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving examinations), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- XII 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 examination. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- XIII 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. (Examination System should be empowered in future in time with this recommendations of UGC)

6. The report of the expert committee was placed before the Syndicate & resolved to accept and implement the report of the committee vide the paper read 8th above.

7. After considering matter in detail, the Vice Chancellor has accorded sanction for implementing the report of the expert committee incorporating the following:

- (a) For deaf and dumb candidates, the provision of the amanuensis is withdrawn sustaining all other benefits.
- (b) Additional time should be allowed to mentally retarded candidates if so desired by the person.
- (c) Examination Branch is authorised to verify the permanent writing disability before issuing appointment order of scribe.
- (d) The period of validity of disability certificate is fixed as 5 years in the case of temporary disability. For permanent disability there is no limitations for validity of certificate.
- (e) The provisions contained in the University order read first shall remain in force unless specified otherwise in this order.

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8. Orders are issued accordingly.

Sd/-
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For REGISTRAR

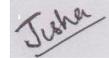
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2. Head of the Departments
3. Director, School of Distance Education

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