

From

Dr. K. MANIVASAN, I.A.S.,
State Commissioner for the Differently Abled,
Jawaharlal Nehru Inner Ring Road,
K.K. Nagar,
Chennai – 600 078.

To

1. The Principal Secretary to Government,
School Education Department,
Secretariat,
Chennai – 600 009.
2. The Secretary to Government,
Higher Education Department,
Secretariat,
Chennai – 600 009.
3. The Director of Technical Education,
Guindy, Chennai – 600 032.
4. The Director of School Education,
College Road,
Chennai – 600 006.
5. The Director of Government Examinations,
College Road,
Chennai – 600 006.
5. The Secretary,
Tamil Nadu Public Service Commission,
Frazer Bridge Road,
V.O.C. Nagar,
Chennai – 600 003.
6. The Chairman,
Medical Service Recruitment Board,
7th Floor, DMS Building,
359, Anna Salai,
Chennai – 600 006.

7. The Chairman,
Teachers Recruitment Board,
College Road,
Chennai – 600 006.
8. All Headmasters / Principal,
Government Special Schools
for the visually handicapped.
9. District Differently Abled
Welfare Officers, Chennai,
Kancheepuram, Tiruvallur,
Coimbatore, Madurai,
Pudukottai, Salem, Tirunelveli,
Sivagangai, Virudhunagar,
Kanyakumari Districts.

Roc.No. 1312/SS/2015,**Dated: 12.02.2016.**

Sir / Madam,

Sub: OFFICE OF THE STATE COMMISSIONER FOR THE DIFFERENTLY ABLED, CHENNAI – SPECIAL SCHOOLS SECTION – Guidelines for conducting written examination for persons with disabilities – appointment of scribes – Framing of additional guidelines in the appointment of Scribes as per the directions of the Hon'ble High Court of Madras – Guidelines and instructions issued for adherence – Reg.

- Ref: 1. Memorandum F.No.16-110/2003-DD-III, Ministry of Social Justice & Empowerment, Department of Disability Affairs, Government of India, dated 26.2.2013.
2. Government Letter No. 2780/DAP.1/2013-1, Welfare of the Differently Abled Persons (DAP-1) Department, Secretariat, Chennai-9, dated 25.2.2013.
3. This office letter of even no. dated 29.12.2015.
4. Orders of the Hon'ble High Court of Judicature at Madras in W.P. No. 5383 of 2015, dated 28.01.2016.

I invite kind attention to the references cited above, wherein the Guidelines issued by Government of India vide their Memorandum cited in ref.1 and instructions issued by the Government of Tamil Nadu vide ref.2 with respect to appointment of Scribes and conducting examinations for persons with disabilities, were communicated for compliance.

In this regard, the First Division Bench of the Hon'ble High Court of Madras while hearing a Public Interest Litigation Writ Petition No. 5383 of 2015 directed the State Commissioner for the Differently Abled to look into the issues and suggest if any amendments to the norms are required, keeping in mind the international trends both for school education as well as higher education while appointing Scribes. Based on the suggestions given by the State Commissioner for the Differently Abled, the Hon'ble First Division Bench of High Court of Madras, in its order dated 28.1.2016 has directed the State Commissioner to include the following procedures and suggestions as additional norms and guidelines to the existing norms in practice.

“ **i)** If a candidate is authorized to use a reader, scribe and / or prompter, the same person should fulfill both or all roles whenever possible.

ii) Prior to the examination, the coordinator should provide an opportunity for the candidate and a scribe to practice working together.

iii) The candidate must take the examination in a separate room. The dictated responses of the candidate must not be overheard by other candidates.

iv) Because the examination is taken in a separate room, an invigilator must be present in addition to the scribe. This is to ensure the proper conduct of

the examination, so that no questions arise regarding the appropriateness of the assistance.

v) The Scribe must:-

a. Transcribe the candidate's responses verbatim

b. Draw all visual material (for example, diagrams, maps and graphs)

according to the exact instructions of the candidate.

c. Not offer information that may be used to answer questions, including advice on which questions to answer, when to move on to another question or the order in which questions should be answered.

vi) The Scribe may:

i. Read back answers at the request of the Candidate.

ii. Alter or delete answers at the request of the candidate.

vii) A candidate's answer to a multiple-choice paper may be recorded in a form that is most convenient to the candidate and scribe. However, the candidate's answers must be submitted for marking on a multiple-choice answer sheet, regardless of how they are initially recorded.

viii) The Scribe must be familiar with the terminology used in the subject but, whenever possible, should not be candidate's own teacher for the subject being examined.

ix) Conversation between the candidate and the scribe must be confined to ensuring that the candidate's responses are transcribed correctly. There must be no discussion about the examination paper or the candidate's answers.

x) The Scribe must not act as a prompt, unless there has been a prior decision by the school to use a prompter as an assessment arrangement for the

candidate. In such circumstances, the scribe must be made aware of the rules governing the use of a prompter. In all other situations, if time elapses during the examination when the candidate is not responding to the examination paper, no action should be taken by the scribe, unless the candidate is ill or distressed and then the invigilator should be notified.

xi) A pool of Scribes should be created separately for the Higher Education Department, School Education Department and the Differently Abled Welfare Department.

xii) However, while appointing scribes, depending upon the candidate's choice of subject, instead of appointing subject experts, qualified scribes from a pool of interdependent subjects may be appointed.

xiii) A prior interaction between the scribe and student could be arranged officially at least a day before the examination.

xiv) If a teacher is appointed as a scribe, let there be fixation of qualification for such teacher along with adequate training, skill assessment by the State.

xv) Let the main subjects and allied subjects be grouped and sorted so that scribes can be picked from the pool of scribes classified subject wise. (For example, a Chemistry Teacher can be a scribe for a Maths examination but NOT otherwise).

xvi) Legibility of handwriting may be tested by way of tests during training phase of scribes, in order to avoid scribes who are having illegible handwriting as it downgrades the system drastically.

xvii) Physical fitness of a scribe is of paramount importance. Steps are to be taken to ensure only physically fit scribes, with no disability marring their eyesight, hearing ability and writing ability should be appointed and trained.

xviii) Scribes in some cases do not understand the accent of the visually impaired student. Hence, scribes and visually impaired students must be allowed to practice working together to remove any communication obstacles between them. The school authorities under the aegis of the Government must take necessary steps to arrange meeting with scribes. ”

The above guidelines and norms should be strictly followed in addition to the Guidelines issued by the Government of India through its Memorandum cited in ref.1 and instructions issued by Government of Tamil Nadu vide ref.2.

Importantly, necessary immediate steps may kindly be taken to create a pool of scribes for each Department as envisaged in point no. xi and xii in the above said guidelines before the end of this month i.e. February' 2016 and the so created pool of scribes may kindly be furnished to this office, which will be of immense use during various Government Examinations both academic and competitive.

I wish to state that the above said guidelines and procedures should be scrupulously followed and any violation or non-compliance of the guidelines will amount to Contempt of Court.

An action taken report may kindly be sent to this office at the earliest.

Encl: As above.

**STATE COMMISSIONER
FOR THE DIFFERENTLY ABLED.**

Copy to:-

1. The Principal Secretary to Government,
Welfare of the Differently Abled Persons Department,
Secretariat,
Chennai – 600 009. --- **Submitted for kind information.**

2. The Director of Disability Affairs,
Department of Disability Affairs,
Ministry of Social Justice & Empowerment,
Government of India,
Shastri Bhawan,
New Delhi – 110 001. --- **Submitted for kind information.**

3. The Chief Commissioner for Persons with Disabilities,
Sarojini Bhawan,
No.6, Bhagwan Dass Road,
New Delhi – 110 001. – **Submitted for kind information.**

4. Thiru. C. Govindakrishnan,
S/o. K.P. Sethumadhavn,
No.47/1, Nolambur Village Phase – II,
Mogappair West,
Chennai – 600 037.