



SDHR

Degree and PG College

Scribe Policy

#2-148, AIR By Pass Road, New Balaji Colony, TIRUPATI - 517 501



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Scribe Policy

Guidelines for using a scribe or paper writer for candidates who are visually or orthopedically impaired (whose writing speed is affected)

The Theory/Lab Internal/External Examination may be written by a scribe or paper writer on behalf of a visually handicapped (VH) applicant who is blind and an orthopedically handicapped (OH) candidate whose writing speed is impaired. The following guidelines will be followed in all instances where a scribe is employed:

- ▲ The candidate must make his or her own arrangements for a scribe and pay for him or her separately.
- ▲ A minimum of Intermediate/12th Standard/PUC should be the scribe's academic qualification.
- ▲ As per the format attached in Annexure, the candidate and the scribe will each need to sign a document stating that the scribe satisfies all of the requirements for eligibility.
- ▲ In the event that it is discovered later that the Scribe failed to meet any of the eligibility requirements or hid important information, whatever the circumstances, the candidate's examination will be cancelled irrespective of the outcome of written test.
- ▲ Candidates who utilise a scribe are eligible for an additional 10 minutes per hour of the test, for a total of 3.5 hours (from 09:00 AM to 12:30 PM in the morning session and 02:00 PM to 05:30 PM in the afternoon session).

DECLARATION

We, the undersigned, Mr./Mrs.....eligible candidate for Writing..
.....Examinations.....To be held on.....Bearing Hall Tick
et Number.....and Mr./Mrs.....Writer (Scribe) for
the eligible candidate, do hereby declare that:-

· The candidate is blind, has low vision, or is physically disabled; his/her writing pace is hampered; and he/she requires the assistance of a writer (scribe), as permitted by the SDHR Degree and PG College

regulations for physically challenged people.

- The scribe is chosen and identified by the applicant at their own expense.
- The Scribe meets the following requirements: He/she is more qualified than the candidate (Intermediate/12th Standard/PUC).

Candidate	Scribe

Particulars of the Scribe	
(i) Name of the last examination passed in his/her academic stream	
(ii) Marks Memo of his/her qualification Secured	In support of the aforesaid, a copy of the scribe's academic certificate or marks sheet must be enclosed.

- ✦ We all concur that the scribe must only write down the candidate's proposed response and must not utilise his or her knowledge or make any gestures, sounds, or movements to indicate whether a response is right or wrong.
- ✦ We promise to follow the instructions of the centre's invigilator and make an effort not to annoy the other participants.
- ✦ Any improper behaviour on the part of the scribe is regarded as improper behaviour by the qualified applicant who is using the scribe and is subject to disciplinary action as deemed necessary.
- ✦ To the best of our knowledge and belief, we thus declare that all of the aforementioned claims made by us are true and accurate. We also know that the candidate's exam will be cancelled if it turns out at any point that they do not meet the eligibility standards, that the information they provided was untrue or inaccurate, or that they have omitted any important information. No matter how the written test(s) turn out, if any of these flaws are discovered after the results are published, the exam result may be thrown out. Both signatories would be subject to legal action in this situation.

Signature of the Scribe

Signature of the Candidate

PostalAddress

PostalAddress

*Photograph of
the Scribe*

Arun
PRINCIPAL
SDHR DEGREE AND PG COLLEGE
TIRUPATI - 517 501