



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

GUIDELINES FOR USING SCRIBES/WRITERS IN UNIVERSITY EXAMINATIONS

Approved by the Board of Management in its 33rd Meeting held on
11th December, 2021

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Guidelines for using Scribes/Writers in University Examinations

1. **Title:** These guidelines shall be called the 'Guidelines for using Scribes/Writers in University Examinations'.
2. These guidelines shall apply to all examinations conducted by the University.
3. These shall come into force from the date of approval of the Board of Management of the University.
4. Definitions:
 - 4.1 'Examination' means all Internal Assessment tests, Semester/ Annual University examinations and any other examination, conducted by the University.
 - 4.2 'Physical Disability' is a condition applicable to a student appearing for any examination conducted under supervision, due to which the student is unable to write on his / her own. The disability may be temporary or ongoing. The different types of physical disabilities/medical conditions are mentioned hereunder:
 - 4.2.1 Persons with orthopaedic disability.
 - 4.2.2 Persons with neurological disability.
 - 4.2.3 Persons with visual, hearing/speech impairment. Visual impairment should be not less than 40%.
 - 4.2.4 Persons with burn injuries or cut injuries.
 - 4.2.5 Any other medical condition which prevents the student from being able to write.
 - 4.3 'Scribe/Writer' is a person who is identified to transcribe the answers for a student in any University examination, conducted under supervision.
 - 4.4 'Course' refers to subject of a Programme of study conducted by the University.
5. The facility of Scribe will be given to a student with physical disability and has limitation in writing, including that of speed. The facility will be provided upon written request, supported by medical certificate by the student to the Principal of the concerned college.
6. The student will have the discretion of opting, preferably before four days in advance from commencement of examinations, for his / her own Scribe or request the Principal of his / her college for providing the same.


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However, the timeline of four days may be relaxed by the University in exceptional circumstances. The suitability of student's own Scribe must be approved by the University on recommendations of the Principal of the concerned constituent college/school. However, for dealing emergent situations, the University will have the discretion to take a decision on case-to-case basis. Where a student opts for his own Scribe, details of the Scribe in the prescribed format along with the required documentary proof mentioned therein will be submitted by the student at least four days before the date of examination to the Principal, for onward submission to the Controller of Examinations.

7. The Scribe should be a bonafide citizen of India; should have an identity proof issued by any Govt. authority; should have academic qualification at least one step below that of the student; should have a minimum qualification of Matriculation; can be from any academic discipline but not from the same programme of the student; should not be a friend or a relative of the student; and should have no physical disability to write.
8. A student who opts for his own scribe shall submit the following documents alongwith an Undertaking:
 - 8.1 A copy of the Aadhar Card or any identity proof of Scribe, issued by any Govt. Authority.
 - 8.2 Duly notarized affidavit on non-judicial stamp paper from the student desiring Scribe, stating therein that the minimum qualification of scribe is matriculation; highest qualification is at least one level below the qualification of the student; the scribe is not from the same programme as of the student; the scribe is neither a friend or relative of the student; and the scribe has no physical disability to write.
9. Where the Scribe is to be provided by the University, the student will be allowed to meet the Scribe preferably two days before examination for satisfaction of compatibility with the Scribe and give his / her approval. However, the University has the discretion to relax the timeline of two days in exceptional circumstances.
10. In case a student is unable to sign due to his / her disability, thumb impression of the student may be treated as valid. In case thumb impression also is not available due to injury, then impression of other fingers, toes etc., may be captured. In addition, the Scribe is authorized to sign on behalf of the student during the examination duration, as needed.
11. The student can opt to use the same Scribe or use a different Scribe for different days of the examination.
12. The same Scribe should not be used by another student with disability for the same course within the same academic year.



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13. In case of unforeseen situations leading to difficulties for the student (for e.g., the scribe being non-cooperative, scribe falling sick, etc.), the student can seek to change the Scribe. However, the process of identifying and appointing a new Scribe should be done preferably 24 hrs before the examination date.
14. The mode of examination is only through writing. NO OTHER MODE like Braille, Computer Aided Examination, online examination, Large Prints, etc., will be permitted.
15. The compensatory time for the students who use Scribe will be twenty minutes per hour of examination time. For example, for a three hours duration examination, the student with Scribe facility will be allowed an additional time of one hour. In case the duration of examination is less than one hour, then the additional time will be on pro-rata basis. Additional time should not be less than five minutes and should be in multiples of five.
16. Seating arrangement should be made in a separate room preferably on ground floor. Separate invigilator(s) will be deputed for this room. The timing of giving the question paper should be marked accurately on the answer script, and timely supply of supplementary sheets should be ensured.
17. The student will bear the expenses, if any, towards travel, food, accommodation, compensation, honorarium, medical and any other incidental expenses incurred for availing the services of his own Scribe. No monetary compensation or reimbursement to the Scribe will be paid by the University.
18. The fee payable by the student to the University for availing the services of Scribe, provided by the University, will be as decided by the University from time to time.
19. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provisions mentioned herein above in these Guidelines without any notice.
20. In case of any dispute, decision of the Vice Chancellor of the University shall be final and binding.


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