



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

परीक्षा शाखा-7/EXAMINATION BRANCH-VII

Room No.206 New Examination Building,

Delhi-11007

Telephone No.011-27001015

Ref. No. Exam.VII/2024/02
Dated 3rd January, 2024

The Dean/Head/Principal/ Director

Sir/Madam,

I am directed to forward enclosed herewith the guidelines for conducting written examinations for Persons with Disabilities received from the Ministry of Social Justice and Empowerment, Department of Disabilities Affairs vide F. No.16-110/2013-DD.III dated 26th February, 2013 and circulated vide Notification No. OSD(E)/2013/30640 dated 28.01.2014.

Further, a copy of Annexure-XI regarding provisions related to the candidate with Disability contained in Process, Norms and Important Instructions of Guidelines for the Conduct of University Examinations is also forwarded herewith.

In this regard, it is also to inform to all concerned Dean/Head/Principal/ Director to ensure that the above guidelines are required to be followed strictly while conducting examination for person with disabilities.

This issues with the approval of the Competent Authority.

Assistant Controller of Examinations (Conduct)

Encl: As Above.



UNIVERSITY OF DELHI

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Ref. No. OSD(E)/2013/ 30640

Dated : 28.1.2014

NOTIFICATION

Subject: Guidelines for conducting written examination for persons with disabilities.

With regard to the subject cited above, it is notified that the following examination Writing Policy for the students with disabilities has been approved by the Competent Authority of the University. The above guidelines for conducting written examination for person with disability received from the Ministry of Social Justice and empowerment, Department of Disability Affairs vide its F. No. 16-110/2013-DD.III dated 26th February, 2013. The following guideline came into implementation with immediate effect:

- I. There should be a 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.
- 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.
- 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 District/Division/State Level as per the requirement 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.
- 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 language.



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- 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.
- VIII. 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.
- IX. 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 the question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. 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 hour duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive device like talking calculator (in case 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.
- XIII. 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.
- XIV. The examining body should also provide reading materials 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.



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- XV. 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.

It is to inform to all concerned officers to ensure that the above guidelines are scrupulously followed while conducting examination for person with disabilities. All the Departments/Colleges to ensure compliance of implementing these guidelines.

S Kumar
DR. SATISH KUMAR 30/01/2014
OSD- EXAMINATIONS

Rup Lal
PROF. RUP LAL 30/01/14
DEAN -EXAMINATIONS

Note: In the case of half yearly examinations the College/Department should also follow the same guidelines, with no financial liability on the part of the University.

UNIVERSITY OF DELHI

GUIDELINES

FOR

**THE CONDUCT OF
UNIVERSITY EXAMINATIONS**

**PROCESS, NORMS AND
IMPORTANT INSTRUCTIONS**



**EXAMINATION BRANCH
DELHI-110 007**

Annexure - XI

Provision related to the Candidate with disability

1. The term examination stand for all Annual/Semester examinations conducted by the University, Colleges and Departments.
2. The facilities specified in the Document will include the following categories of students :

<i>Sl.No.</i>	<i>Category</i>	<i>Facilities to be provided</i>
(a)	Students with 40% Visual Disability	➤Writer ➤Compensatory time.
(b)	Students with low vision	➤Writer (If the permanent disability of the student may be hindrance in his/her Examinations).
(c)	Students with orthopedic disability of minimum 40%	➤Writer (If the candidate is unable to write his/her examination himself/herself). ➤Compensatory Time, as per rule (where the facility of writer is availed or his disability may be hindrance in his/her ability to write the Examination).
(d)	Students with cerebral palsy and other brain related ailments that demand support system.	➤Writer (If the candidate is unable to write his/her examinations himself/herself). ➤Compensatory Time, as per rule (where the facility of writer is availed or his disability may be hindrance in his/her ability to write the Examination).
(e)	Students with hearing or speech impairment of minimum 40%	➤A sign interpreter. ➤Compensatory Time, as per rule

The facilities mentioned against each category in respect of the students of above categories may be provided by the Superintendent of the Examinations without obtaining the prior approval of the University, if the candidate possesses a valid permanent disability certificate issued by the Medical Board of a Government Hospital. The disability certificate issued by the competent authority at any place should be accepted across the country. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

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.

(f)	Students with short term disability due to injury.	The facilities will be provided as per the recommendations of the CMO, WUS, Health Centre
(g)	Students with any other type of disability (not covered in the above categories)	

In the above categories the student will have to apply to the Examination Branch North Campus/South Campus, as the case may be, for the facility he/she wants, through the Dean/Head/Principal of the respective Faculty/Department/College. The application of the student will be forwarded to the CMO, WUS Health Centre by the Examination Branch for his specific recommendations and the facility will be provided to the students accordingly, as per norms.

4. Students, who will be eligible for writer/scribe/interpreter in any of the categories mentioned above, may arrange for their own writers, scribes, interpreters as the case may be. In case they are unable to do so, the Superintendent of the Examination Centre would provide the same on receipt of written request from the candidate at least 24 hours prior to the commencement of the

examination. A writers' bank must be created in each college for the purpose for a ready availability of writers whenever required. Support may be sought from the Equal Opportunity Cell, if need be. The candidate must be given an opportunity to satisfy himself/herself about the writer's ability to take dictation from the candidate. The candidate 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.

5. There would not be any educational criteria for scribe/reader/lab Assistant. The Superintendent of Examination Centre shall ensure by way of strict invigilation that the candidate using scribe/reader/lab Assistant do not indulge in mal practices like copying/ cheating during the examination
6. The candidate may be allowed to change scribe/reader/lab Assistant in case of emergencies and candidate may be allowed to take more than one scribe/reader/lab Assistant for writing different papers especially for language.
7. The writer must be paid on the last day of the examination by the Superintendent of the concerned Centre whether the writer has been arranged by the candidate or by the Superintendent. Each Centre may claim the required remuneration in advance, from the University.
8. The fee for the writer, scribe, interpreter and invigilator is to be borne by the University.
9. The remuneration of the interpreter will be equivalent to the remuneration of the writer. They will be paid as per the rates prescribed by the University.
10. If required, each examination Centre must arrange for a sign language interpreter for the candidates with hearing/ speech impairment. The Interpreter should be available for the entire duration of the examination. A

list of Interpreters may be procured from the Equal Opportunity Cell, University of Delhi, Delhi-110007.

11. Compensatory time 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 hour duration which could further be increased on case to case basis.

12. The candidates having pennisent disability which is a hindrance in his/her ability in writing may be allowed to write their examinations on computer /laptop with the help of relevant and disabled friendly software. Such students may write their examinations as at the college or at a Centre approved by the Examination Branch. However, such request should be made by the candidates to the concerned Examination Superintendents (Head of Institutions/Departments) as least a week prior to the examinations.

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. 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

The candidates should be allowed to use assistive device like talking calculator (in case 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.

13. Compensatory time shall be permissible to the students who have been allowed to write their examinations on computer/laptop as per rules.

14. The seating arrangements for persons with locomotor disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible. The time of giving the Question papers should be marked accurately and timely supply of supplementary paper should be ensured.
15. Where the facility of writer is provided to any candidate, he/she may be assigned a separate invigilator and a separate room. This provision must also be made for candidates who do not require a writer by are permitted Compensatory time.
16. The institution must get prescribed proforma for writers duly filled by the writers/scribes/interpreters and obtain the receipts of payments made to them.
17. A statement showing the particulars (**such as Roll No. Name, Course, College and date of the Examinations**), of the disability category students/s appearing at examinations and who have been provided the facilities. as above, must be sent to the Examinations Branch along with the writer's proforma, receipt of payment, copy of the admit card a copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and to avoid any future discrepancies.

Note: In the case of half yearly examinations the College/ Department should also follow the same guidelines, with no financial liability on the part of the University.

SPECIMEN OF UNDERTAKING

The Controller of Examinations,
University of Delhi,
Delhi - 110 007 .

Sub : UNDERTAKING

Ref. : Examination Roll No.

Name of the Examination Centre

Sir,

I am appearing in Paper No./Subject of the
.....(course) instead of
.....(course)
at my own risk. I shall abide by the decision of the University
in this regard.

Reason for obtaining the undertaking is that

Session : Morning/Evening

Yours faithfully,

Signature :

Signature of the Invigilator
along with Room No.

Name :

Roll No. :

Name of the College :

Date :

Countersigned by the
Centre Superintendent

IMPORTANT:- To be submitted each day for each session,
as the case may be, with attendance.