



दिल्ली विश्वविद्यालय
University of Delhi

Exam.VI/Conduct/WP/2011/
Delhi, the 9th November, 2011

NOTIFICATION

The following Examination Writing Policy for the students with disability has been approved by the University with immediate effect.

Examination Writing Policy for the students 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:

Sl. No.	Category	Facilities to be provided
(a)	Students with 100% Visual Disabilities.	<ul style="list-style-type: none">➤ Writer➤ Extra Time, as per rule.
(b)	Students with low vision.	<ul style="list-style-type: none">➤ Writer (If the permanent disability of the student may be a hindrance in his/her ability to write the Examination).➤ Extra Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the Examination).➤ Question papers in enlarged print (Photocopy).
(c)	Students with orthopedic disability.	<ul style="list-style-type: none">➤ Writer (If the candidate is unable to write his/her examinations himself/herself).➤ Extra Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the Examination).
(d)	Students with cerebral palsy and other brain related ailments that demand support system.	<ul style="list-style-type: none">➤ Writer (If the candidate is unable to write his/her examinations himself/herself).➤ Extra Time, as per rule (Where the facility of writer is availed or his disability may be a hindrance in his/her ability to write the Examination).
(e)	Students with hearing or speech impairment.	<ul style="list-style-type: none">➤ A sign interpreter.➤ Extra 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. However, these facilities will be provided subject to fulfilling other conditions laid down in this document.

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.
5. As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the Superintendent of examination centre should ensure that the writer has not studied the subject at the higher level in which the examinee is appearing.
6. The writer is required to produce his/her identity, and a document of the last exam passed before the examination to the Superintendent of Examinations and to the visiting team if require. In case the writer is more qualified than the examinee, the Superintendent may ask for other relevant certificates to establish that the writer has not passed any exam of a higher level than that of the examinee in the subject concerned.
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. Extra time over and above the prescribed time for a paper will be 1/3rd of the duration of examination.
12. The candidates having permanent 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 at the college or at a centre approved by the Examination Branch. However, such requests should be made by the candidates to the concerned Examination Superintendents (Head of Institutions/Departments) at least a week prior to the examinations.
13. Extra 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 locomotors disabilities must be on the ground floor, in an accessible building equipped with disabled friendly toilets as far as possible.
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 but are permitted extra 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 student/s appearing at examinations and who have been provided the facilities, as above, must be sent to the Examination Branch along with the writer's proforma, receipt of payment, copy of the admit card and a copy of the disability certificate of the candidate by the concerned institutions for the maintenance of records and to avoid any future discrepancies.

D. S. Jaggi

(Dr. D.S. Jaggi)

OSD-Controller of 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.