



VIGNAN'S

Foundation for Science, Technology & Research

(Deemed to be University)

-Estd. u/s 3 of UGC Act 1956

Scribe Policy

Allowing candidates to write the examinations with the help of Scribes

The blind candidate / candidates and a small category among disabled candidates (i.e., physical disability that incapacitates a student from writing) who write the Examination with the help of scribes shall be seated in a separate room. Even if there is only one candidate a separate room and invigilator shall be provided. The answer scripts of blind candidates should be super scribed "BLIND" and be packed in the same packet of other candidates.

Use of Scribes

The Controller of Examinations, University of Calicut has the power to allow scribes for blind candidates and a small category among disabled candidates whose disability incapacitates the student from writing based on the recommendations of a Govt. Medical Officer not below the rank of a civil surgeon and the Principal. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them (Ratio 1:5)

Appointment of scribes

In case of students who are eligible to avail of the services of scribes, the University shall authorise the Principal/Director to appoint scribes according to the following conditions.

- I. The scribe shall not be an employee of the college/centre where the examination is conducted.
- II. The scribe shall not be a relative of the student who is appearing for the examination.
- III. The educational qualifications of the scribe shall be less than those of the student.
- IV. A pro forma with declaration in the format given in Appendix 3 shall be obtained from the scribe.
- V. The proforma signed by the scribe shall be forwarded to the University.


Registrar