

**JMJ COLLEGE FOR WOMEN (AUTONOMOUS),
TENALI-522202, GUNTUR DT.A.P.**

PRIVATE AIDED – MINORITY INSTITUTION

Re-Accredited by NAAC with B++ Grade (IV Cycle)

Recognized by UGC New Delhi under Section 2(f) & 12 (b)

(An Autonomous College in the Jurisdiction of Acharya Nagarjuna University)

Ph: 08644 225994

Scribe Policy



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Scribe Policy

In higher education institutions, a scribe policy typically pertains to accommodations provided to students with disabilities. Specifically, it involves allowing a student who has difficulty with writing due to a disability to have a scribe during exams or class activities.

The scribe's role is to write down the student's dictated responses verbatim without providing any assistance or interpretation of the content. This accommodation ensures that the student's knowledge and understanding are accurately assessed without being hindered by their impairment.

The policy usually outlines the procedures for requesting a scribe, the qualifications and responsibilities of the scribe, as well as any guidelines or limitations regarding the use of this accommodation. Additionally, it may address confidentiality concerns and provide guidance on how to ensure fairness and impartiality in the assessment process.

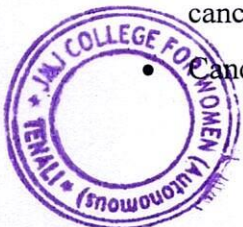
Guidelines

Guidelines for use of a scribe/paper writer for visually handicapped/ orthopedically handicapped candidates (whose writing speed is affected).

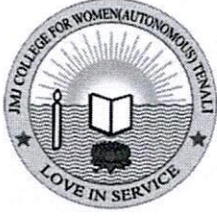
A scribe / paper writer to write the theory/ laboratory internal/ external examination on behalf of a visually handicapped (vh) candidate (blind) and orthopedically handicapped (OH) Candidate (whose writing speed is affected), maybe used. In all such cases where a scribe is used the follow rules will apply:

- The controller of examination will arrange scribe.
- The academic qualification of the scribe should not be more than intermediate/12th standard/puc.
- Both the candidate as well as the scribe will have to give suitable under taking as per format attached in annexure that the scribe fullfill all the stipulated eligibility criteria or had suppressed material facts, the examinations of the candidate will stand cancelled, irrespective of the result of the written examination.

• Candidates who use a scribe will be eligible for extra time@ 30 minutes.



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Declaration

We, the undersigned, Mr./Mrs Eligible candidate for writing examinations to be held onbearing hall ticket numberand Mr./Mrs.....

Writer (scribe) for the eligible candidates do hereby declares that:

The candidate is blind / low vision or physically affected and is with impairment and his/her writing speed is affected and he/she needs a writer (scribe) as permissible under the JMJCW Autonomous rules for physically challenged persons.

- The scribe is by the college itself.
- The scribe fulfills the following criteria: he/she is less qualified (Intermediate/ 12th standard/ PUC) than the candidate.

Candidate Name	Scribe Name

Particulars of Scribe

1.	Name of the last examination passed in his/her academic stream	
2.	Marks memo of his/her qualification secured	

Copy of the academic certificate marks sheet of the scribe is to be enclosed in support of the above



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- We jointly understand that the scribe shall only record the answer has suggested by the candidate and shall not import his/her knowledge/ make any gesture/ sound or movement to indicate correctness or otherwise of any answer option.
- We undertake to comply with the directions of the invigilator at the centre and try not to disturb other examines.
- Any misconduct committed by the scribe shall amount to a misconduct committed by the eligible candidate who is using the scribe and is liable for disciplinary action as may be deemed appropriate.
- We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that the information furnished by us is incorrect/false or that we have suppressed any material fact (S), the examination (S).If any of these short comings is /are detected even after the publishing of result, his/her examination result is liable to be cancelled. In such circumstances, both signatories will be liable to criminal prosecution.

Signature of the Scribe

Postal address

Mobile No:

Photo graphs of the scribe



Signature of the Candidate

Reg.No:

Postal address

Mobile No:

Note: Copies of Medical certificate/ photos of candidate's disability should be enclosed in support of the above.




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