



# **Guidelines for Scribes**

## **Ramaiah University of Applied Sciences**

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## **RUAS Guidelines for using Scribes in written examination**

The guidelines in this document are in line with the guidelines issued by the Ministry of Social Justice and Empowerment, Government of India, vide their office memorandum F. No. 34-02/2015-DD-III dated 29<sup>th</sup> August 2018

### **Definitions**

#### **Examination**

Examination means all term tests, midterm tests semester end examinations conducted by all faculties of the University, Directorate of Training and Lifelong Learning and any other written examination conducted under supervision

#### **Physical Disability**

Physical Disability is a condition applicable to a candidate appearing for any examination conducted under supervision, due to which the candidate is unable to write on his / her own. The different types of physical disabilities are mentioned in Appendix 1.

#### **Scribe**

Scribe is a person who is identified to write the examination on behalf of the candidate appearing for any examination conducted under supervision. The Scribe should be a bonafide citizen of India, should have an Aadhar Card, and should have academic qualification at least one step below that of the candidate, should have a minimum qualification of Matriculation, should not be a friend or a relative of the candidate and should have no physical disability to write.

#### **Emergency situation**

An unforeseen situation beyond the anticipation and control of the candidate or examination supervisor

#### **Dictaphone**

Dictaphone is a voice recording device and is used for transcribing the recorded file to text at a later time.

## **Expenses towards Scribe and /or Transcribe**

Any expense towards travel, food, accommodation, compensation, honorarium, medical and any other incidental expenses incurred for availing the services of Scribe or Transcribe.

## **Transcribe**

Transcribe is a person who converts audio recordings to written text form

## **Guidelines**

These guidelines apply to all examinations conducted by all Faculties and Directorates of the University

1. The facility of Scribe will be given to any person with physical disability as described in Appendix 1 and has limitation in writing including that of speed. The facility will be provided upon written request as per Appendix 2 by the candidate to the Dean / Director
2. The disability in writing could be temporary or permanent. However, the situation of disability must have come up after joining the University.
3. The provision of Scribe will be given upon submission of a medical certificate from the Chief Medical Officer, M S Ramaiah Medical College Teaching Hospital. The Certificate format is provided in Appendix 3
4. The candidate will have the discretion of opting for his / her own Scribe or request the Dean / Director of his / her faculty for providing the same. Candidate's own Scribe must be approved by the Dean / Director
5. The Dean / Director may also identify Scribe as per the requirements of the examination. In such instances, the candidate will be allowed to meet the Scribe **two days** before examination to verify the suitability of the Scribe and give his / her approval. In case of emergency situation, the candidate may be allowed to meet the Scribe one day before the examination. The approval during emergency situation may be at the discretion of the Dean / Director
6. The concerned HOD will approve the suitability of the Scribe
7. The qualification of the Scribe should be one step below the qualification of the candidate taking examination. The Scribe can be from any academic discipline. However, the minimum qualification for the Scribe should be Matriculation.

8. The candidate should submit the details of the Scribe in the format provided in Appendix 4. The form should be submitted at least 24 hours before the date of examination
9. Both, the candidate as well as the Scribe, have to give an undertaking, in the format given in Appendix 4 with passport size photographs of both and a copy of the Aadhar Card, confirming that the Scribe fulfils all the stipulated eligibility criteria as mentioned in clause 6. Further, in case it later transpires that he / she does not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination.
10. In case, the candidate is unable to sign due to his / her disability, the thumb impression of the candidate may be obtained.
11. In case, the thumb impression also is not available due to injury, then impression of other fingers, toes etc., may be captured.
12. The candidate can opt to use the same Scribe or use a different Scribe for other subjects of the same examination. However, there can be only one Scribe per course.
13. The same Scribe should not be used by another student with disability for the same subject within the same academic year
14. The Dean / Director should sign in Appendix 4 to approve the use of Scribe Services.
15. The Dean / Director should send a written communication to the examination supervisor with all the details of the Scribe and the attested copy of the declaration along with the candidate's details.
16. In case of unforeseen situations leading to difficulties for the candidate (for e.g., the scribe being non-cooperative, scribe falling sick, etc.), the candidate can seek to change the Scribe. However, the process of identifying and appointing a new Scribe should be done 24 hrs before the examination date. Any change requests received lesser than 24 hrs for the examination will not be allowed
17. The changed Scribe should meet all the stipulated requirements, has to furnish all the required documents and sign a declaration form as in Appendix 4
18. In case the Scribe does not report to the examination due to any reasons whatsoever, the candidate should use a Dictaphone issued by the Examination section of the faculty. The use of Dictaphone should be approved by the examination superintendent.

19. In case Dictaphone is used, the transcription will be done by a competent person approved by the Dean / Director.
20. The mode of examination is only through writing. NO OTHER MODE like Braille, Computer Aided Examination, online examination, Large Prints, etc., will be permitted.
21. The compensatory time for the candidates who use Scribe will be 20 minutes per hour of examination time. For example, for a 3 hrs duration examination, the candidate with Scribe facility will be allowed an additional time of one hour. In case, the duration of the examination is less than one hour, then the additional time will be on pro-rata basis. Additional time should not be less than 5 minutes and should be in multiples of 5.
22. The Scribe is authorized to sign on behalf of the candidate during the examination duration as needed.
23. Seating arrangement should be made in a separate room preferably in ground floor. The timing of giving the question paper should be marked accurately on the answer script, and timely supply of supplementary sheets should be ensured.
24. The candidate will bear the expenses that might arise towards the Scribe or Transcribe. No monetary compensation or reimbursement to the Scribe will be paid by the University.
25. The fee payable by the candidate to the University for availing the services of Scribe will be as per Appendix 5

## **Appendix 1**

Categories of medical conditions to allow scribe:

- Persons with orthopedic disability
- Persons with neurological disability
- Persons with visual impairment
- Persons with burn injuries or cut injuries
- Any other medical condition as deemed fit by the medical officer

## Appendix 2

**From:**

*[Student's name and address]*

*[Student's University ID]*

*[Program and Semester]*

**To:**

The Dean

*[Faculty]*

Ramaiah University of Applied Sciences

Bengaluru

Dear Sir,

I am unable to write \_\_\_\_\_ (mention the type of examination) on \_\_\_\_\_ (mention date) due to a temporary physical disability. The details of the disability are mentioned in the Medical Certificate attached herewith.

I request you to please allow me to use the services of a Scribe to write the above mentioned examination.

I will follow the requisite formalities, submit the requisite documents and abide by the policies, rules and guidelines as stipulated by Ramaiah University of Applied Sciences in connection with the utilization of Scribe Services.

Thanking you,

Yours faithfully

Signature / Thumb Impression

Name of the student

Date:

### **Appendix 3**

#### **Certificate Regarding physical limitation to write an examination**

This is to certify that I have examined Mr / Ms / Mrs. \_\_\_\_\_  
(name of the candidate with disability), a person with  
\_\_\_\_\_ (nature and percentage of  
disability) son of / daughter of \_\_\_\_\_, a resident of  
\_\_\_\_\_ (complete postal address with  
landmark as mentioned in Aadhar card) and with Aadhar Card Number  
\_\_\_\_\_ and I state that he / she has temporary physical limitation  
which hampers her / her writing capabilities owing to his / her disability

Signature with seal:

Name:

Designation:

Name and address of the hospital:

Note: Certificate should be issued by a specialist of the relevant stream –

- Orthopedic disability – Orthopedic Surgeon
- Neurological disability – Neurological Surgeon
- Visual disability – Ophthalmologist
- Physical injuries - Physician



## Appendix 4

### Letter of Undertaking for using a scribe

#### Details of Candidate and Scribe

Name of the candidate:

Address of the candidate as in Aadhar Card:

Aadhar Card Number of the candidate:

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Name of the Scribe

Address of the Scribe as in Aadhar Card

Aadhar Card Number of the Scribe

I \_\_\_\_\_ (name of the candidate) with  
\_\_\_\_\_ (name of the disability) am appearing for the  
\_\_\_\_\_ (name of the examination, course code, course title)

I do state that Mr / Ms / Mrs. \_\_\_\_\_ (name of the scribe) will provide  
the services of the scribe for me for the aforesaid examination.

I do undertake that his / her educational qualification is \_\_\_\_\_ (qualification  
of the scribe)

I do undertake that the above mentioned scribe fulfils the stipulated requirements of scribe for the aforesaid  
examination.

In case, subsequently it is found that the information provided by me is incorrect, any disciplinary action  
as decided by the University can be taken against me.

Signature of the Candidate:

Signature of the Scribe:

Date:

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For Official use:

The services of the Scribe mentioned above can be utilized for the candidate mentioned above.

Name:

Designation:

Signature with Seal:

Date: