



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
DHANBAD

OFFICE OF THE DEAN (ACADEMIC)

No. IITISM/Senate/23/23.07

04th July 2022

NOTIFICATION

GUIDELINES FOR CONDUCTING EXAMINATIONS OF PWD / DA STUDENTS

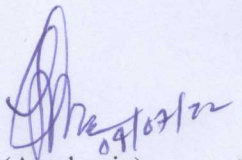
The Senate in its 23rd meeting held on 16th June 2022 has approved the following guidelines for conducting examination/quizzes etc. of PWD / DA students of the Institute:

1. The PwD students with benchmark disabilities, as per the RPwD Act 2016, who are eligible for availing the facility of Scribe / Reader/ Lab Assistant as per the conditions laid out in point 2 given below, will be provided a compensatory time of 20 minutes for each hour of examination whether they use the facility of scribe or not. However, all eligible PwD students who wish to avail the benefit of compensatory time will have to submit their application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. In case the duration of examination is less than an hour, the compensatory time will be given on pro rata basis. The compensatory time should not be less than 5 minutes in any case and should increase in the multiples of 5 after the initial 5 minutes.
2. The facility of Scribe / Reader/ Lab Assistant will be provided to any PwD student with benchmark disability who has limitation in writing including that of speed if so desired by him / her subject to fulfilment of the following conditions:
 - (a) Such students will submit an application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. A copy of a valid PwD certificate issued by the competent authority will also be required to be attached with the application of the student.
 - (b) In case of PwD students with benchmark disabilities **other than** those in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, a duly filled **Appendix-I** (enclosed) signed by Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a Government health care institution will also be required to be submitted along with the application of the student.
 - (c) In case of PwD students with benchmark disability in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, there is **no need to submit Appendix-I**.
 - (d) In case a PwD student is allowed to have the facility of the Scribe / Reader/ Lab Assistant, the student will be given an option to choose a Scribe / Reader/ Lab Assistant from the approved list of Scribes / Readers/ Lab Assistants provided by the Institute. A panel of such Scribes / Readers/ Lab Assistants will be prepared by the Institute with the help of the HoDs. The student will be allowed to meet the scribe two days before the examination or earlier to check his/her suitability, if required, in a meeting scheduled in the Institute. A suitable date and time will be intimated to the PwD students by the Institute in advance for attending such meetings. All such meetings will be conducted in working hours in the presence of Institute staff.

- (e) The qualification of the Scribe / Reader/ Lab Assistant to be taken help of should not be more than the level (UG / PG / Ph.D) of the examination for which the PwD student is appearing. However, the qualification of the Scribe / Reader/ Lab Assistant will always be matriculation or above.
 - (f) The PwD student may take the help of different scribes for different courses. However, only one scribe may be allowed per course.
 - (g) In case the chosen Scribe / Reader/ Lab Assistant does not turn up at the scheduled time after prior confirmation, or cancels his visit with prior intimation on short notice, the Institute may assign the available Scribe / Reader/ Lab Assistant from the panel to the affected student.
 - (h) The Scribe / Reader/ Lab Assistant whose help is taken by the student may be paid a suitable amount as honorarium by the Institute (Rs.500/- per examination or as decided by the competent authority). No separate TA/DA will be paid to such Scribe / Reader/ Lab Assistant.
 - (i) The examination may be video recorded by the Institute in case the use of Scribe / Reader/ Lab Assistant is allowed. The CCTV footage/ video recording may be kept for up to a period of 1 month after the declaration of semester result.
3. Persons with benchmark disabilities will be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or by recording the answers. The option will be required to be chosen at the time of filling the **Form A18**.
 4. In case the persons with benchmark disabilities are allowed to take examination on computer system, they may be allowed to check the computer system one day or more in advance, if required. On prior request, use of enabling accessories such as special keyboard, customized mouse etc. may be allowed for computer based examinations. A request needs to be made in this regard at the time of filling the **Form A18**.
 5. The disability certificate issued by the competent medical authority at any place in India will be accepted. However, the Institute may, if there is a need, get the claim of disability examined by the medical board at health center of the Institute.
 6. PwD students may be allowed to use assistive devices like talking calculator (in cases 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 used for the purpose, on prior request. A request needs to be made in this regard at the time of filling the **Form A18**.
 7. The seating arrangement (preferably on ground floor) of PwD students will be made prior to the commencement of Mid-Semester/ End-Semester Examinations to avoid confusion and distraction during the day of the examination. The time of giving the question papers will be marked accurately in case of PwD students and a timely supply of supplementary papers will also be ensured to such students.

8. As far as possible, the Institute will provide the reading material in Braille or E-Text or on computers having suitable screen reading software for open book examinations. Similarly, online examinations will be in accessible format i.e. webpage, question papers and all other study material should be accessible as per the international standards laid down in this regard.
9. Alternative objective questions in lieu of descriptive questions will be provided for Hearing-Impaired students. Moreover, alternative questions in lieu of questions requiring visual inputs will be provided for students with Visual Impairment.
10. Based on the documents and information submitted by the PwD students in Form A18, their requests can be accepted fully, partially or may also be rejected. The decision of the Institute will be communicated to the concerned students on their email id provided by the Institute.

The above mentioned Appendix-I and Form A18 are attached, herewith.


Dean (Academic)

Attachment: as above

Copy to:

1. Director, Deputy director
2. Registrar
3. All Deans, All Associate Deans, All HoDs, All Faculty Members
4. All Joint Registrars, All Deputy Registrars, All Assistant Registrars
5. Students
6. Webmaster

APPENDIX-I

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE
TO WRITE

This is to certify that, I have examined Mr / Ms / Mrs _____
_____ (name of the PwD student), a person with _____
_____ (nature and percentage of disability as mentioned in
the certificate of disability), S/o/D/o _____,
a resident of _____
(Village / District / State) and state that he/she has physical limitation which hampers his /
her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government Hospital / Health Care Institution

Name & Designation

Name of Govt. Hospital / Health Care Centre with Stamp

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream / disability (eg. For Visual Impairment – Ophthalmologist, For Locomotor disability – Orthopaedic / Physical Medicine and Rehabilitation (PM&R) Specialist etc.)



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
DHANBAD**

OFFICE OF THE DEAN (ACADEMIC)

**FORM FOR ADDITIONAL FACILITIES IN EXAMINATIONS
(APPLICABLE ONLY FOR PWD STUDENTS)**

1.	Name of Student			
2.	Admission No.		Program	
3.	Department		Branch (if any)	
4.	Institute Email ID			
5.	Contact Number			
6.	Nature of disability (as per RPwD Act 2016)			

(Also attach a copy of the valid PwD certificate with this form)

Sl. No.	Facilities Requested for Examination	Yes (Please ✓)	No (Please ✓)	Remarks (In case the request is accepted)
1.	Extra Time as applicable			
2.	Scribe for Examinations			To be provided by the Institute
3.	Lab Assistant for Examinations			To be provided by the Institute
4.	Reader for Examinations			To be provided by the Institute
5.	Choice of Mode for taking Exam –			
	(a) In Braille			To be provided by the Institute
	(b) On Computer with screen reading software			To be provided by the Institute
	(c) In large print			To be provided by the Institute
	(d) By recording answers			To be provided by the Institute
	(e) Use of E- Text			To be provided by the Institute
6.	To Check the Computer system one day or before the Examination			
7.	Use of Enabling Accessories such as –			
	(a) Special keyboard			To be arranged by the student
	(b) Customized Mouse			To be arranged by the student
	(c) Others, please specify –			To be arranged by the student

8.	Use of Assistive Devices like -		
	(a) Talking Calculator (if allowed)		To be arranged by the student
	(b) Tailor frame		To be arranged by the student
	(c) Braille slate		To be arranged by the student
	(d) Abacus		To be arranged by the student
	(e) Geometry Kit		To be arranged by the student
	(f) Braille measuring Tape		To be arranged by the student
	(g) Augmentative Device like Communication Chart		To be arranged by the student
	(h) Any other Augmentative Electronic Device (please specify)		To be arranged by the student

I understand and agree that in case the services of a scribe / lab assistant or a reader are provided to me, or in case I am allowed the use of assistive devices, the examination may be video recorded by the Institute.

Date: _____

Signature of Student: _____

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FOR OFFICE USE ONLY

<p>Verification: The student satisfies; ➤ the necessary requirements YES <input type="checkbox"/> / NO <input type="checkbox"/> ➤ the PwD eligibility criteria YES <input type="checkbox"/> / NO <input type="checkbox"/></p> <p>Observations, if any: _____ _____</p> <p>Date: _____</p> <p style="text-align: right;">Signature of Dealing Assistant</p>	<p>Permission for facilities listed in the form may be Granted <input type="checkbox"/> / May Not be Granted <input type="checkbox"/></p> <p>(Except for facilities mentioned at) Remarks, if any: _____ _____</p> <p>Date: _____</p> <p style="text-align: right;">Signature of Dealing Assistant</p>
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Approved by

Dean (Academic)

Date: _____