



# PROVIDENCE WOMEN'S COLLEGE (AUTONOMOUS)

NAAC RE-ACCREDITED WITH A++ DBT STAR COLLEGE DST-CURIE  
KOZHIKODE 673009, KERALA, INDIA  
(Affiliated to University of Calicut)

PWC/EX/G/03/2024-25

22-10-2024

## CIRCULAR

### APPOINTMENT OF SCRIBES FOR CANDIDATES WITH WRITING DISABILITY

#### Use of Scribes

On the receipt of applications, the Controller of Examinations 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.

The blind candidate / candidates and a small category among disabled candidates (i.e., with 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.

#### Appointment of scribes

Appointment of scribes will be according to the following conditions.

1. The person posted as scribe should not be a teacher or relative of the candidate.
2. A separate room should be provided for the candidate and this room should be away from the rooms where other candidates are seated.
3. An invigilator should be posted in the room and the Chief Superintendent should also keep vigil over the room.
4. Compensatory time of not less than 20 minutes per hour of the examination shall be allowed to the candidates who take the help of scribes.
5. Blind candidates will be exempted from answering questions on drawing graph, phonetic transcription etc.

A Declaration in the format given in Appendix shall be obtained from the scribe

*Jimmie*  
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