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## ABSTRACT

Welfare of Differently Abled Persons Department – Office Memorandum of Government of India and as per the orders of the Hon'ble High Court of Madras – Issue of “Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021” to be adopted for conducting examinations in this State – Orders – Issued.

### WELFARE OF DIFFERENTLY ABLED PERSONS (DAP-3.2) DEPARTMENT

**G.O. (Ms.) No. 08**

**Dated: 21.09.2021**

**இலவ, புரட்டாசி, 05**

**திருவங்குவர் ஆண்டு, 2052**

**Read:**

1. Government of India, Ministry of Social Justice and Empowerment Letter F.No.34-02/2015-DD-III Dated 29.08.2018.
2. Hon'ble High Court of Madras order dated 15.09.2021 in W.P.No.28474 of 2019.
3. From the State Commissioner for Persons with Disabilities / Director for Welfare of the Differently Abled, letter Roc. No. 8046/SS2/2020, Dated 17.09.2021

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### ORDER:-

In the Government of India Office Memorandum 1<sup>st</sup> read above, the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment issued Guidelines for conducting written examination for persons with Benchmark Disabilities.

2. In the reference 2<sup>nd</sup> read above, the Hon'ble High Court of Madras in W.P.No.28474 of 2019 has among other things observed and ordered to issue guidelines to permit the meaningful Participation of Differently Abled Persons.

3. In the letter 3<sup>rd</sup> read above, the State Commissioner for Persons with Disabilities / Director for Welfare of the Differently Abled has sent a proposal to issue Guidelines for examinations conducted within the purview of State of Tamil Nadu for academic, recruitment and other purposes that require assistance of a scribe / reader / lab assistant for Persons with Disabilities.

4. Government after careful examination of the proposal of the State Commissioner for Persons with Disabilities / Director for Welfare of the Differently Abled in consultation with the Law department have decided to issue the “Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021” as follows:-

- (i) These guidelines may be called as “Tamil Nadu Guidelines for conducting examinations for Persons with Disabilities, 2021”.
- (ii) These guidelines apply to all examinations conducted within the purview of State of Tamil Nadu for academic, recruitment and other purposes that require assistance of a scribe/reader/lab assistant for Persons with Disabilities. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with disability as defined under section 2(s) of the

Rights of Persons with Disabilities Act, 2016 on recommendation of a competent Government Medical Board, for a physical limitation in writing, including that of speed, and a scribe/reader/lab assistant is recommended to write examination on his behalf, as per proforma if so desired by that person (**Appendix-I**).

- (iii) In case of a person with benchmark disability as defined under section 2(r) of the Rights of Persons With Disabilities Act, 2016 in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy the facility of scribe/reader/lab assistant shall be given, if so desired by that person. In case of other category of person with benchmark disability, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that, the person concerned has physical limitations to write including that of speed, and a scribe/reader/lab assistant is recommended to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per proforma if so desired by that person (**Appendix-I**).
- (iv) The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- (v) In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one-step below the qualification of the candidate taking examination. The persons with disabilities opting for own scribe/reader should submit details of the own scribe as per proforma (**Appendix-II**). There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject. Persons with disabilities should 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 even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text or Braille and can also convert Braille text in English or regional languages.
- (vi) In case, the persons with disabilities are allowed to take the examination on a computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc., should be allowed, provided it does not enable malpractice. Competent authorities should provide the candidates an option to request for a scribe at the time of applications. Application form should also mention the Scribe Allowance to be paid. However reasonable accommodation, on emergency basis, shall be provided in case of requests made at a later stage.
- (vii) Details regarding Scribe Allowance which shall be not less than Rs.300/- per paper should be mentioned in the application form. The competent authority shall disburse the scribe allowance at the end of the examination, ensuring minimum hardships for candidates and scribes.

- (viii) Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for taking the examination.
- (ix) The examining body shall accept the disability certificate issued by the competent medical authority or Board or certifying authority as the case may be, declared as competent to issue such certificate by any state Government or any Union Territory.
- (x) The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed compensatory time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.
- (xi) The candidates with disability should 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 AAC electronic devices.
- (xii) Examination centres should be accessible for persons with disabilities. Proper seating arrangement, preferably on the ground floor, should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- (xiii) The competent authority should, as far as possible, provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format (i.e.) websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- (xiv) Alternative objective questions in lieu of descriptive questions should be provided for Hearing-impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.
- (xv) The candidate with disability must take the examination in a separate room. The dictated responses of the candidate must not be overheard by other candidates. An invigilator must be present in addition to the scribe since the examination is taken in a separate room. This is to ensure proper conduct of the examination, so that no questions arise regarding the appropriateness of the assistance.
- (xvi) The Scribe must:
  - (a) Transcribe the candidate's responses verbatim
  - (b) Draw all visual material (for example, diagrams, maps and graphs) according to the exact instructions of the candidate.
  - (c) Not offer information that may be used to answer questions, including advice on which questions to answer, when to move on to another question and the order in which questions should be answered.
- (xvii) The Scribe may:
  - (a) Read back answers at the request of the Candidate.
  - (b) Alter or delete answers at the request of the candidate.

- (xviii) Conversation between the candidate and the scribe must be confined to ensuring that the candidate's responses are transcribed correctly. There must be no discussion about the examination paper or the candidate's answers.
- (xix) A pool of Scribes should be created separately by the competent authority conducting the examination.

5. It is directed that all the recruitment agencies, academics / Examination Bodies etc., within the State of Tamil Nadu shall scrupulously follow the above guidelines while conducting examinations.

**(BY ORDER OF THE GOVERNOR)**

**R.LALVENA,  
SECRETARY TO GOVERNMENT.**

To

The Principal Secretary to Government,

School Education Department, Secretariat, Chennai-9.

Hon'ble Chief Minister's Office, Secretariat, Chennai-9.

All Departments of Secretariat, Chennai-9.

The Director for Welfare of the Differently Abled, Chennai-5.

The Secretary, Tamil Nadu Public Service Commission, Chennai-3.

The Chairman, Teachers Recruitment Board, Chennai-6.

The Chairman, Medical Services Recruitment Board, Chennai-6.

The Director of Employment and Training, Chennai-5.

All Heads of Departments/All Districts Collectors/All Public Sector  
Undertakings/Boards/Universities/Corporations/

All District Magistrates/All District Judges.

(Through Director for Welfare of the Differently Abled )

The Registrar, High Court, Chennai-104.

The Accountant General, Chennai-18/35.

The Pay and Accounts Officer, (S), (N) & (E), Chennai-35/79/5.

Sub Pay and Accounts Officer, Chennai-9.

(Through the Director for Welfare of the Differently Abled)

All the Recruiting Agencies (Through the Director for Welfare of the Differently Abled)

Copy to:-

Government of India, Ministry of Social Justice and Empowerment, New Delhi.

The Editor, Tamil Arasu.

Spare Copy /Stock File.

**// FORWARDED BY ORDER //**

*21/09/2021*  
**SECTION OFFICER**

*21/09/2021*

APPENDIX -ICertificate regarding physical limitation in an examinee to write

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 as mentioned in the  
 certificate of disability), S/O/D/o \_\_\_\_\_ a resident of  
 \_\_\_\_\_ ( Village /District / State) and to state that He / She has physical  
 limitation which hampers his/ her writing capabilities owing to his/ her disability.

Due to the above mentioned disability following concession may be given:-

1. Exemption from tamil / second language.
2. Extra \_\_\_\_\_ hours for writing theory exam.
3. Allocation of a scribe.
4. Over looking spelling mistakes and grammatical errors.
5. Using calculator / assistive devices.
6. \_\_\_\_\_ (any other assistive devices or concessions).

\*strike out the non applicable.

Signature  
 (Chief Medical Officer/ Civil Surgeon/ Medical Superintendent/ signature of the  
 notified medical authority of a Government health care institution)

Name & Designation

Name of Government Hospital/ Health Care Centre/The notified medical authority

Place:

Date:

Signature / Thumb impression  
 of the Differently abled person

(Photo of the Differently  
 Abled Person and Stamp  
 to be fixed here)

**Note:**

Certificate should be given by a specialist of the relevant stream/ disability  
 (eg, Visual impairment - Ophthalmologist, Locomotor disability – Orthopedic specialist/ PMR .etc)

(BY ORDER OF THE GOVERNOR)

R.LALVENA,  
 SECRETARY TO GOVERNMENT.

// FORWARDED BY ORDER //

SECTION OFFICER

*21/09/2021*

## APPENDIX -II

Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ [name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe / reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:  
Date:

(BY ORDER OF THE GOVERNOR)

R.LALVENA,  
SECRETARY TO GOVERNMENT.

// FORWARDED BY ORDER //

SECTION OFFICER.

21/09/21  
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