

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

(Accredited 'A' Grade by NAAC)

**EXAMINATION BRANCH**

No. MANUU/Exams I/II/F.72/1411

Date: 26<sup>th</sup> May 2017

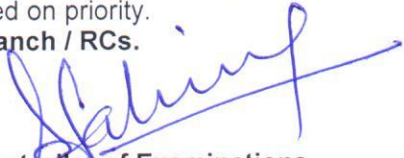
**Prof. Mohd. Shahid**  
**Controller of Examinations**

**C I R C U L A R**

Subject: Guidelines for conducting written examination for Persons with Disabilities.

The following uniform and comprehensive guidelines for conducting examination for the persons with disabilities should be followed without fail.

1. The facility of Scribe should be allowed to any person who has disability of 40% or more if so desired by the person.
2. The candidate should have the discretion of opting for his own scribe or request the Examination Body for the same.
3. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
4. 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 making use of scribe. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
5. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe should not be fixed. Instead, the invigilation system should be strengthened, so that the candidate using scribe do not indulge in mal-practices like copying and cheating during the examination.
6. 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.
7. Scribe to be paid as per the existing norms of Examination Branch.
8. Depts/CTEs/Polytechnics/Study Centre should send the list of all such candidates along with disability certificates to Examination Branch and RCs/SRCs/Concerned on priority.
9. **No separate approval for scribe is required from Examination Branch / RCs.**

  
Controller of Examinations

To,

1. All HODs/Principals of the Departments/CTEs/Polytechnics.
2. All the Regional Directors / Asst. Regional Directors / Assistant Registrar Concerned.
3. All the Study Centres through RCs / SRCs

Copy for information to:

1. The Vice-Chancellor
2. All Deans
3. Director, DDE
4. Chairman, CAC
5. Director, CIT (for uploading in the University website)