

## **CONDUCT OF UNIVERSITY EXAMINATIONS**

### **Scribe Policy**

#### **Allowing candidates to write the examinations with the help of Scribes**

The blind candidate / candidates and a small category among disabled candidates (i.e., 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. The answer scripts of blind candidates should be superscribed "BLIND" and be packed in the same packet of other candidates.

#### **Use of Scribes**

The Controller of Examinations, University of Calicut 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. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them (Ratio 1:5)

#### **Appointment of scribes**

In case of students who are eligible to avail of the services of scribes, the University shall authorise the Principal/Director to appoint scribes according to the following conditions.

- I. The scribe shall not be an employee of the college/centre where the examination is conducted.
- II. The scribe shall not be a relative of the student who is appearing for the examination.
- III. The educational qualifications of the scribe shall be less than those of the student.
- IV. A pro forma with declaration in the format given in Appendix 3 shall be obtained from the scribe.
- V. The proforma signed by the scribe shall be forwarded to the University (scribe application format given in the next page).