



ANNA UNIVERSITY
CHENNAI - 600 025
Office of the Controller of Examinations

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CONTROLLER OF EXAMINATIONS

Lr. No. 5600/COE/C20 /2021

Date: -09-2021

From

To

Dr. M. Venkatesan
Controller of Examinations
Anna University
Chennai-25

The Principals of all Autonomous and Non
autonomous Affiliated Colleges/
Government Colleges/Deans of Regional Campuses
University Colleges under Anna University,
Chennai - 600 025 (Zone- I to XXIII).

Sir/Madam,

Sub : Office of the Controller of Examinations - Anna University – Chennai –
Guidelines for conducting written examination for persons with bench
mark disabilities – Reg

- Ref : 1. Orders of Honorable High Court Delhi, W.P.(C).12222/2018, dated
4.12.2018
2. Ministry of Social Justice & Empowerment Department of Disabilities
Affairs Circular Lr.No.F-16-110/2003/DDIII, dated 26.2.2013
3. AICTE(Policy & Academic Planning Bureau)letter No.F.No.AICTE/P&
AP/Misc/2021, dated 24.08.2021
4. Vice Chancellor approval dated 21.09.2021

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I wish to inform you that a notification has been issued by the Ministry of Social
Empowerment Department of Disability Affairs in the reference 2nd cited, wherein certain
guidelines are given pertaining to the conduct of written examinations for Persons with
Disabilities. Subsequently revised guidelines have been issued by the same department vide
O.M.No.34-02/2015-DD-III, dated 29.08.2018 based on the orders issued by the Honorable High
Court of Delhi at New Delhi in the reference 1st cited.

According to the direction of the Honorable High Court of Delhi and the orders issued by
the Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with
Disabilities, the AICTE has issued a circular to all Vice Chancellors of Technical
Universities/Director/Principals of the AICTE approved Institutions in the reference 3rd cited.

As per the above circular issued by the AICTE, the word "Extra time or additional time"
that is being currently used has been changed to "Compensatory time" and the same should not
be less than 20 minutes per hour of examination for persons with benchmark Disabilities who
are allowed use of scribe/reader/lab assistant.

Now the AICTE has issued the revised guidelines based on the orders of the High Court
of Delhi and the orders of the Government of India thereon directed all the Universities to follow
the suit.

Following the orders issued by the AICTE in the reference 3rd cited, I request you to allow a compensatory time of 20 minutes per hour for one hour examination, instead of half an hour now allowed by the University for three hours duration of examination. Hence, I request you to allow one hour compensatory (additional time) for three hour duration of examination. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis and additional time should not be less than 5 minutes and in the multiple of 5 as per the guidelines.

I request the Principals/Deans of non autonomous institutions to get the prior approval from this office for such cases and the Principals of autonomous colleges shall approve for their students following under this category before the examination commences following the guidelines issued by the Government of India given infra.

The detailed guidelines for conducting examinations for persons with benchmark disabilities issued by the Government of India, Ministry of Social Justice & Empowerment Department of Disabilities Affairs in letter No. F-16-110/2003/DDIII, dated 26.2.2013 are enclosed for your guidance and necessary action.


23/09/2024
CONTROLLER OF EXAMINATIONS

Copy to

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23.9.21
1. Professor Dileep N Malkhede, Advisor-I
Policy & Academic Planning Bureau
All India Council for Technical Education
(a statutory body of the Govt of India , Ministry of Human Resource Development , Govt of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
 2. PA to Vice Chancellor
 3. PA to Registrar
 4. The Zonal Coordinators /Zonal Officers,
Zone - I to XXIII

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

Office Memorandum

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

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. 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.
- VII. Persons with disabilities should be given 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.
- VIII. The candidates 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.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. 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/reader/lab assistant. 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.
- XII. The candidates 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 electronic devices.
- XIII. 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.

- XIV. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares 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.
- XV. 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.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

Sd/-

(Jagdish Kumar)

Deputy Secretary to the Govt. of India

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.