

SCRIBE POLICY

1.0 Purpose

To follow a procedure for permitting scribes for candidates who are having 50% disability for attending University Examination.

2.0 Scope

It applies to all candidates whoever are having 50% disability and need to attend the University Examination with human assistance.

3.0 Responsibility

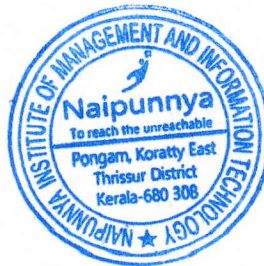
The Principal, Director of Examinations and Chief Superintendent are responsible for this.


4.0 Procedure

The Controller of Examinations of University of Calicut shall grant the permission to appoint a scribe for a candidate who is having 50% disability for attending University examination.

The institution provides the permission as per the following guidelines which need to be strictly followed while appointing the Amanuensis/ scribe:

- The person appointed as Amanuensis/Scribe should not be a teacher or a student or a relative of the candidate.
- A separate room will be provided for the candidate and this room will be away from the room where other candidates are seated.
- An invigilator would be posted in the room and Chief Superintendent would also keep vigilance over the room.
- A Remuneration of Rs. 66/- per day would be paid to the Amanuensis/ Scribe.
- Compensatory time of 20 minutes per hour would be allowed to the candidate.
- The candidate will be exempted from answering questions on drawing graph, phonetic transcription, etc.




Fr. Dr. PAULACHAN K.J.
Principal