

**Government Degree College for Women, Begumpet
Hyderabad – 500016
(Autonomous – Affiliated to Osmania University)**

Guidelines for Scribe

1. Those candidates who are blind / low vision with more than 40% disability can use services of a scribe during the written examination.
2. **The candidate who uses a scribe should produce the candidate's disability certificate issued by the Competent Authority of the Government**
3. A person to be appointed as scribe should not have obtained his / her qualifications in the same subject (s) as that of the candidate and should be of same or less age than that of the candidate.
4. The candidate can arrange his / her own scribe or request in writing to the centre superintendent to provide a scribe at least one week prior to the examination
5. The candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. Therefore 50 minutes of extra time will be provided since the test is of two and half hours duration
6. The candidate opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her
7. Conversation between the candidate and the scribe should not disturb in anyway the peace in the examination hall or the other candidates seated in the examination hall/room.


PRINCIPAL
Govt. Degree College for Women
Begumpet, Hyderabad,