



# Tara Government College Sangareddy

(Autonomous)



An ISO 9001: 2015 certified college

## *Scribe Policy*

Tara Government College Sangareddy was established in 1977. The college was accorded with autonomous status in 2016. The college has an examination branch. It is headed by the chairperson, Principal. The team consists of Controller of Examinations, Additional Controllers of Examinations, Academic Coordinators and other examination personnel who perform clerical work.

Rationale behind the policy making is to

## *Objectives*

- ❖ To help students write their examinations in a fair and free manner.
- ❖ To create a level playing field for students who cannot write their examinations due to blindness or any temporary issue in their prominent hand.

Below mentioned are the points that form part of the policy.

## *Points to be noted*

- The provision of scribe meant for only those candidates who have disability of 40% or more and who have physical limitations to write including that of speed of writing in the given time.
- The incumbent shall be provided with scribe only after thorough verification. He/She cannot claim it as a right.
- The candidates who are blind /low vision or affected by cerebral palsy with locomotor impairment and his /her writing speed is affected.
- A candidate who wants to become a scribe has to submit his / her details well in advance, preferably at the time of paying examination fee to enable the branch to initiate due procedure.

- The original candidate who is taking / appearing for the examinations has to take permission from the institution for a scribe one week before the exams.
- The scribe's details like ID card with photo have to be provided. Logistics of the scribe have to be met by the candidate only.

## Scribe

- ✚ Scribes are expected to be service oriented. They shall not take money or any other form of favour from the candidate. They must fill in scribe form before writing the examination.
- ✚ The college expects absolute ethics and values from the scribe. Any deviation of any rules of examination with respect to the scribe will be dealt firmly.

