

Inclusive Education Accommodations Form (Junior College)

St. Xavier's College is committed to Inclusive Education for all students on campus. To ensure smooth and effective delivery of services, it is mandatory for all Students with Disabilities in the Junior College to fill out the Inclusive Education Accommodation Form. Deadline to submit the form as per notices to be followed strictly. Delays will not be permitted.

The accommodation forms are filled out for the entire academic year at the beginning of the year (for both semesters). In exceptional cases where an unaccounted need arises in the middle of the year, the student is to reach out to the Coordinator for Students with Disabilities to make changes. Please note that middle-of-the-semester modifications will only be permitted if truly required.

In using these procedures and forms, it is essential to remember that the college and the student need to work together so that the quality of accommodations meets disability-related needs of the student. This is a joint responsibility between each student and the College. Students must ensure that the process is completed on time and in case of any queries about filling out the form, contact the Coordinator for Students with Disabilities immediately. Any delays in not meeting the deadline for submission will be taken as the student not needing any accommodation. It should be remembered that if the student has not filled out the accommodation intake form, the College is not mandated to provide any accommodation services. Please also note that the College strives to provide these services to the best extent possible. Hence there might be times when, because of various difficulties, all the services may not be possible. In case of non-availability of any approved accommodation, it is the student's responsibility to immediately bring the same to the notice of the Coordinator for Students with Disabilities.

The academic and examination provisions are available for students with disabilities as per the [Government of Maharashtra GR dated 16 October 2018](#), [Guidelines issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India dated 29 August 2018](#), [UGC Accessibility Guidelines and Standards for Higher Education Institutions and Universities July 2022](#), and [Guidelines issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India dated 10 August 2022](#).

Further, it is noted that all disciplinary and other rules of the college apply to all students, including students with disabilities. Student may select from below the accommodations that are required for them during the academic year.

* Indicates required question

Basic Information

1. Full name *
2. Email ID *
3. Contact number *
4. WhatsApp contact number
5. Roll number *
6. Subjects *
7. Year of study *
8. Division (if any) *

Consent

The consent section is applicable only for students in the second and third year. They can either select no to continue using the same provisions as the previous academic year or yes to make any edits to the existing provisions.

Disability-related Information

1. Upload disability certificate/UDID card *
***Note:** UDID is mandatory since [April 2023](#). If a student does not have one yet, they must apply for it [here](#). Submit it to the Coordinator for Students with Disabilities after completing the process.
2. Any other medical condition
3. Examination accommodations used for the last examination *
 - ☐ compensatory time
 - ☐ use of scribe (writer)
 - ☐ use of reader
 - ☐ use of computer
 - ☐ use of calculator/talking calculator
 - ☐ use of magnifier
 - ☐ other

Current Study Practices

1. Preferred way of reading books and textual content
 - ☐ print books
 - ☐ large font
 - ☐ Braille
 - ☐ audio books
 - ☐ E-Books
 - ☐ reader
 - ☐ simplified bulleted content/easy-to-read
 - ☐ other
2. Preferred way of writing
 - ☐ pen and paper
 - ☐ computer
 - ☐ computer with a screen reader
 - ☐ computer with screen magnifier
 - ☐ Braille
 - ☐ large font
 - ☐ writing with magnification
 - ☐ speech-to-Text
 - ☐ using a scribe (writer)
 - ☐ other
3. Preferred way of studying content
 - ☐ self-study
 - ☐ study in groups
 - ☐ study with a tutor
 - ☐ other
4. Preferred way of laboratory work

- ☐ with a laboratory assistant
 - ☐ with Assistive Technology (AT)
 - ☐ other
5. Assistive Technologies (AT) used (if any)
 6. What AT the student already owns/have?

Examination Provisions (Common and Disability-Specific)

Common Provisions available for all 21 Types of Specified Disabilities

1. Compensatory time of 20 minutes per hour for examinations with longer duration and on pro-rata basis for examinations with less than an hour duration,
2. failed students get 20 grace marks for any one subject or divided for all subjects.
***Note:** Grace marks are not applicable for any additional/ATKT exams, and
3. marks for spelling, grammar, punctuation errors will not be deducted.

Disability Specific Examination Provisions

In addition to these provisions students are also given disability-specific provisions based on the disability type and student needs. These provisions are broadly categorized as follows;

1. Devices/Tools/aids
2. Written Examination
3. Practical Examination
4. Project and Assignment
5. Alternative Examination and Evaluation Methods
6. Alternatives for Visual Questions
7. Infrastructure Arrangements

After selecting the disability type the form takes the student to their disability-specific examination provisions.

Locomotor including Orthopedic Disability and Cerebral Palsy

1. Written examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper
- ☐ use of communication board
- ☐ use of thicker paper for answer sheets
- ☐ voice synthesizer

2. Practical examination

- ☐ oral/written examinations instead of practical examinations (based on practical)
- ☐ conduct the practical with a laboratory assistant and accessible equipment

3. Alternatives for visual questions

- ☐ attempt drawing and interpretation-based questions as is
- ☐ attempt visual questions with a scribe

- ☐ concession from attempting visual questions and proportionate marks to be awarded

4. Infrastructure arrangements

Requirement of suitable table and chair for proper posture of the body.

- ☐ chair/table with specific height
- ☐ right-handed chair
- ☐ left-handed chair
- ☐ desk instead of a chair
- ☐ other

Leprosy Cured Students

1. Written examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

2. Infrastructure arrangements

Requirement of suitable table and chair for proper posture of the body.

- ☐ chair/table with specific height
- ☐ right-handed chair
- ☐ left-handed chair
- ☐ desk instead of a chair
- ☐ other

Dwarfism

1. Written examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ use of different type of pencil/pen/gripper
- ☐ with a reader/interpreter

2. Infrastructure arrangements

Requirement of suitable table and chair for proper posture of the body.

- ☐ chair/table with specific height
- ☐ right-handed chair
- ☐ left-handed chair
- ☐ desk instead of a chair
- ☐ other
- ☐ If selected specific chair/table, please mention preferred height of chair/table or any other specification.

Muscular Dystrophy/Multiple Sclerosis/Chronic Neurological Conditions

1. Written examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the

option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

2. Alternatives for visual questions

- ☐ attempt drawing and interpretation-based questions as is
- ☐ attempt visual questions as is with a scribe
- ☐ concession from attempting visual questions and proportionate marks to be awarded

Acid Attack Victims

1. Written examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

2. Infrastructure Arrangements

Requirement of suitable table and chair for proper posture of the body.

- ☐ chair/table with specific height
- ☐ right-handed chair
- ☐ left-handed chair
- ☐ desk instead of a chair
- ☐ other

Blindness and Low Vision

1. Devices/Tools/Aids

- ☐ talking calculator (only for examinations where the sighted students are also permitted to use a calculator)
- ☐ abacus/Taylor's frame/tactile geometrical materials
- ☐ sketch pen for writing answers
- ☐ video magnifier
- ☐ screen magnifier

2. Written examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

3. Practical examination

- ☐ exemption from drawing in journals and instead provide verbal descriptions of the diagrams

4. Project and assignment

- ☐ type assignments, projects, and journal rather than handwriting
- ☐ complete with a scribe

5. Alternative exam and evaluation

- ☐ large font question paper
- ☐ answer in key points if attempting in Braille and no deduction of marks for Braille errors

6. Alternatives for visual questions

- ☐ attempt visual questions as is
- ☐ attempt visual questions with a scribe
- ☐ concession from attempting visual questions and proportionate marks to be awarded

Hearing Impairment (Deaf and Hard of Hearing)

1. Written Examination *

- ☐ writing on own
- ☐ use of a reader/interpreter

2. Alternative Exam and Evaluation

- ☐ answer in key points and marks to be awarded based on content rather than length of the answer

Speech and Language Disability

1. Alternative exam and evaluation

- ☐ answer in key points and marks to be awarded based on content rather than length of the answer
- ☐ written examination instead of oral examination

Intellectual Disability

1. Devices/Tools/Aids

- ☐ calculator

2. Written examination *

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

3. Practical examination

- ☐ oral/written examinations instead of practical examinations (based on practical)
- ☐ conduct the practical with a laboratory assistant

4. Alternatives for visual questions

- ☐ attempt drawing and interpretation-based questions as is
- ☐ attempt visual questions with a scribe
- ☐ concession from attempting visual questions and proportionate marks to be awarded

Specific Learning Disabilities

1. Devices/Tools/Aids

- ☐ calculator
- ☐ reader pen

2. Written Examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own

- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper
- 3. Practical examination options**
 - ☐ oral/written examinations instead of practical examinations (based on practical)
 - ☐ conduct the practical with a laboratory assistant
- 4. Project and assignment**
 - ☐ type assignments, projects, and journal rather than handwriting
 - ☐ complete with a scribe
 - ☐ oral/written examination having multiple choice questions
- 5. Alternative exam and evaluation**
 - ☐ answer in key points and marks to be awarded based on content rather than length of the answer
 - ☐ use of audio/video recorder for conducting oral examinations
- 6. Alternatives for visual questions**
 - ☐ attempt visual questions as is
 - ☐ attempt visual questions with a scribe
 - ☐ concession from attempting visual questions and proportionate marks to be awarded

Autism Spectrum Disorder

- 1. Devices/Tools/Aids**
 - ☐ calculator
- 2. Written Examination ***

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

 - ☐ writing on own
 - ☐ scribe
 - ☐ computer
 - ☐ use of different type of pencil/pen/gripper
- 3. Practical examination**
 - ☐ oral/written examinations instead of practical exams (based on practical)
 - ☐ conduct the practical with a prompter
- 4. Project and Assignment**
 - ☐ type assignments, projects, and journal rather than handwriting
 - ☐ complete with a scribe/reader/prompter
- 5. Alternative exam and evaluation**
 - ☐ a trustworthy person should be permitted to be present near the examination hall
 - ☐ written assignments instead of oral examinations/presentations
 - ☐ answer in key points and marks to be awarded based on content rather than length of the answer
- 6. Alternatives for Visual Questions**
 - ☐ attempt visual questions as is
 - ☐ attempt visual questions as is with a scribe
 - ☐ concession for visual questions and granting of proportionate marks for the same
- 7. Infrastructure arrangements**
 - ☐ suitable table and chair

Mental Illness

1. Written Examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

2. Alternative Exam and Evaluation

- ☐ request for special supervisor to attend to any behavioural concerns

Thalassemia/Hemophilia/Sickle Cell Disease

1. Written Examination *

If a student wishes to select same writing method for both CIA and End Semester, they must select the option which mentions both.

- ☐ writing on own
- ☐ scribe
- ☐ computer
- ☐ use of different type of pencil/pen/gripper

2. Alternative Exam and Evaluation

- ☐ a trustworthy person should be permitted to be present near the examination hall

Multiple Disabilities and Other Medical Conditions

A student with multiple disabilities or any other medical condition not listed above, please write to the Coordinator for Students with Disabilities at poonam.deokar@xaviers.edu.

In Classroom and Out of Classroom Support

The volunteer (in classroom and out of classroom) services may be facilitated along with the Student Inclusion Cell (SIC)—the student body on campus that works towards campus inclusion and accessibility. If a student opts for these services, the Coordinator for Students with Disabilities will share basic details and volunteer requirement of this student with the SIC. If students opt for these services, they consent to this information being shared with SIC. If a student has any concerns, please share them with Coordinator for Students with Disabilities - Ms. Poonam Deokar at poonam.deokar@xaviers.edu.

In Classroom

1. In-classroom support options;

- ☐ record the classroom lectures to make notes from the recordings (based on teacher permission)
- ☐ a class buddy to take down notes during class and share the same during or after class (subject to availability)
- ☐ a laboratory buddy for laboratory work
- ☐ Closed Captions enabled during for audio-visual content/online classes
- ☐ study material in accessible formats to read them with screen reader before/after class (teacher dependent to provide either notes/PPTs or other study resources for ensuring access directly to student or have the same converted through the XRCVC)

- ☐ human note taker (only offered to special cases on approval)
- ☐ a sign language interpreter (?)
- ☐ transcription software to make classroom audio accessible
- ☐ laptop/tab for taking down notes (student's own)
- ☐ other

Out of Classroom (Teaching Learning) Support

1. Student teaching assistant for out of class reinforcement and learning *

- ☐ Yes
- ☐ No
- ☐ Other

2. Frequency of the assistance for teaching

- ☐ once a week for one hour
- ☐ twice a week for one hour
- ☐ thrice a week for one hour
- ☐ other

3. Student teaching assistant for projects/assignments/presentations (including library research and reading) This is need based and the student must reach out to the Coordinator well in advance.

4. A reader

- ☐ Yes
- ☐ No

5. Frequency of the assistance as reader

- ☐ Once a week one hour
- ☐ Twice a week one hour
- ☐ Thrice a week one
- ☐ Other

6. Special educator for out of class reinforcement and learning (this facility is subject to availability)

- ☐ Yes
- ☐ No
- ☐ Other

7. Compensatory Skills Training

- ☐ computer with screen reader
- ☐ computer with screen magnifier
- ☐ STEM Skills for students with blindness (Graphing, Calculations, Mathematics on Computer, Laboratory Skills)
- ☐ Orientation and Mobility
- ☐ Activities of Daily Living
- ☐ remediation support for students with Specific Learning Disabilities
- ☐ transcription software
- ☐ other

8. Which assistive technology would be useful/needed for learning?

Screen Reader, Screen Magnifier, OCR Software/Hardware, Video Magnifier, Remediation Software, Refreshable Braille Reader, Modified keyboards/joysticks, Screen readable Citation software like Endpoint, any other.

Accessible Content

These resources will be made available to the maximum extent possible. If a student has not received accessible content directly from the teacher, please share the same immediately with XRCVC to enable timely conversion and availability. Send any material to be converted to poonam.deokar@xaviers.edu.

1. Accessible format options for notes:

- ☐ audio files
- ☐ audio visuals with Audio Description
- ☐ Braille
- ☐ large print images
- ☐ large print books/notes
- ☐ tactile diagrams
- ☐ audio visuals with Subtitles/Transcripts
- ☐ Easy-to-Read Content
- ☐ E-copy
- ☐ other

Accessible Infrastructure Services

- ☐ classroom to be relocated to the ground/first floor (only for students with locomotor disabilities)
- ☐ access to the lift (only for students with physical and sensory disabilities)
- ☐ hostel room to be allocated in an accessible block with accessible washroom (only for students with locomotor disabilities staying in the college hostel)
- ☐ a caretaker to accompany in college (for students with severe physical disabilities who need physical care)
- ☐ other

Specific Request

Students can specify any requests not listed in this form. The college will try to accommodate these requests if feasible.