

## Policy for the Use of Scribe/Reader/Prompter/Laboratory Assistant for Examinations, St. Xavier's College, Mumbai w.e.f. January 2, 2023

The college will adhere to the policy in line with the following guidelines;

- [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

The following is the scribe policy adopted by St. Xavier's College (Empowered Autonomous Institute), Mumbai.

1. The student has the discretion of opting for his/her own scribe/reader/prompter/laboratory assistant or request the Examination Body/XRCVC for the same. The Examination Body/XRCVC may also identify the scribe/reader/prompter/laboratory assistant to make panels for the college needs. The students with disabilities opting for own scribe/reader/prompter/laboratory assistant should submit details of the scribe at least a week prior to commencement of the examinations as per proforma in [APPENDIX-I](#).
2. Scribe/reader/prompter/laboratory assistant must carry their ID proof (Aadhar card/college ID/any official document) containing their name, photograph, and address.
3. The qualification of the scribe/reader/prompter/laboratory assistant brought by the student shall always be one level lower than the qualification of the student taking the examination.
4. If the student cannot locate a scribe/reader/prompter/laboratory assistant, the college will assign a scribe/reader/prompter/laboratory assistant from its pool of volunteers/students. In such a scenario, an effort will be made to ensure that the same will not be more than the minimum qualification criteria of the examination. However, in case of an emergency or in exceptional cases where the subject at hand requires a scribe to be conversant with the language/technical terms to qualify to write the examination, the scribe/reader/prompter/laboratory assistant only in case when provided by the college may be an adult/senior student. The latter will be contingent on the approval from the principal's office.
5. In cases of students with autism spectrum disorder, severe mental illness, or cerebral palsy, where the communication and rapport between the student and the scribe/reader/prompter/laboratory assistant are critical, then an adult scribe/reader/prompter/laboratory assistant can be provided by the college, with time offered for rapport building. The permission to use an adult known to the student/familiar with the student will be granted only in exceptional circumstances on special approval by the principal's office. Such an application needs to be made well in advance – preferably right at the beginning of the year while availing accommodations. Any last-minute request of such a nature will not be entertained.
6. Student will not be allowed to avail the services of a close relative such as parents or siblings as a scribe/reader/prompter/laboratory assistant. In case it is discovered subsequently that the scribe/reader/prompter/laboratory assistant was a close relative, the results might be withheld, unless prior approval for the same was issued by the principal's office.
7. In case of other exigencies, the decision will be at the discretion of the principal.

## APPENDIX- I

### Letter of Undertaking for Using Own Scribe

I am --- (name of the student) a student with --- (name of the disability) appearing for the --- (name of the examination) bearing UID No. ---, Roll No. ---. I am in --- (class).

I hereby state that --- (name of the scribe) with Aadhar number --- will provide the service of scribe/reader/prompter/laboratory assistant for the undersigned for taking the aforesaid examination.

I hereby undertake that his/her qualification is ---. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I agree that the college has the right to withhold my results and I understand the matter would be referred to the unfair means committee.

(Signature of the student with Disability)

Place:

Date: