



ABSTRACT

School Education - Directorate of Government Examinations, Chennai - Higher Secondary /SSLC Public Examinations Framing of guidelines to be adopted for Scribe appointment as per the directions of the Hon'ble High Court of Madras- Orders Issued.

School Education GE(1) Department

G.O. (Ms) No.54

Dated: 29.02.2016

திருவள்ளூர் ஆண்டு, 2047
மன்மத வருடம், மாசி, 17

Read:-

1. G.O(Ms)No.28, School Education (V1) Department, dated 10.2.2010.
2. G.O(Ms)No.268, School Education (V1) Department, dated 19.10.2012.
3. From the Director of Government Examinations, letter No.023396/H2/ 2016, dated 26.02.2016.

ORDER:-

In the Government Orders first and second read above orders were issued to permit concessions to the 6 categories of differently abled candidates, who appear for SSLC/Higher Secondary Public Examinations on requisition and also appointment of Scribes to assist differently abled candidates for writing public examinations are usually made by the Director of Government Examinations based on the recommendations of Chief Educational Officers and District Educational Officers.

2. In the letter third read above, the Director of Government Examinations has requested to frame guidelines to be adopted for appointment of Scribes as per the directions of Hon'ble High Court of Madras in W.P. No.5383/2015 dated 28.01.2016 and the recommendations made by the State Commissioner for the Differently Abled.

3. The Government after careful examination of the proposal of the Director of Government Examinations accept it and issue the following guidelines to adopt while appointing the Scribes in the Government Public Examinations. (SSLC/HSC)

I) A Scribe should fulfill the role of a reader, scribe and / or prompter

II) Prior to the examination, the co-ordinator should provide an opportunity for the candidate and the corresponding scribe to practice working together.

III) The candidate must take the examination in a separate room. The dictated response of the candidate must not be overheard by other candidates.

IV) Because the examination is taken in a separate room, an invigilator must be present in addition to the scribe. This is to ensure the proper conduct of the examination, so that no questions arise regarding the appropriateness of the assistance.

V) **The Scribe Must:-**

- a) Transcribe the candidate's responses verbatim.
- b) Draw all visual material (for example, diagrams, maps and graphs) according to the exact instructions of the candidate.
- c) Should not offer information that may be used to answer questions, including advice on, (i) which questions to answer, (ii) when to move on to another question or, (iii) order in which questions should be answered.

VI) **The Scribe may:-**

- a) Read back answers at the request of the candidate.
- b) Add or delete answers at the request of the candidate.

VII) A candidate's answer to a multiple choice paper may be recorded in a form that is most convenient to the candidate and scribe. However, the candidate's answers must be submitted for marking on a multiple choice answer sheet, regardless of how they are initially recorded.

(Instead, the Director of Government Examinations can appoint supervisors to watch the scribes activities in the ratio 1:1:1 (1 Candidate:1 Scribe:1 Supervisor) in case of blind candidates).

VIII) The scribe must be familiar with the terminology used the subject but, whenever possible, should not be candidate's own teacher for the subject being examined.

IX) Conversation between the candidates and the scribe must be confined to ensure that the candidate's responses are transcribed correctly. There must be no discussion about the examination paper or the candidate's answer.

X) The scribe must not act as a prompt, unless there has been a prior decision by the school to use a prompter as an assessment arrangement for the candidate. In such circumstances, the scribe must be made aware of the rules governing the use of prompter.

XI) A prior interaction between the scribe and student could be arranged officially at least a day before the examination.

XII) Scribes in some cases do not understand the accent of the Visually impaired student. Hence respective scribes and Visually impaired students must be allowed to practice working together to remove any communication obstacles.

XIII) In all other situations, if time elapses during the examination when the candidate is not responding to the examination paper, no action should be taken by the scribe, unless the candidate is ill or distressed and then the invigilator should be notified.

