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**GOVERNMENT OF ODISHA**  
**DEPARTMENT OF HIGHER EDUCATION**

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No.HE-COOD-MISC-0005-2019 10896 /HE., Dated 27.5.19

From:

Saswat Mishra, IAS  
Commissioner-cum-Secretary to Government

To

**The Registrars (All Universities)**  
**The Principals, (All Govt. and Non-Govt. Degree Colleges)**

Sub: Guidelines for conducting Written Examination for Persons with Disabilities.

Madam/Sir,

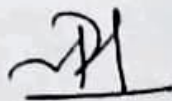
In supersession of all previous instructions, and as advised by Social Security & Empowerment of Persons with Disabilities Department (SSEPD) of the State Government, you are hereby directed to strictly adhere to the State Government guideline issued vide letter No. 18357/WCD-DWI-Misc-1/2013, Dated: 17.09.2013 under the signature of Sri J.K. Mohapatra, the then Chief Secretary of Odisha, (Copy Enclosed) for conducting written examination for PwD candidates. Some important aspects of the said guideline are furnished below.

1. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
2. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
3. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in malpractices like copying and cheating during the examination.
4. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages.

5. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disabilities not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
6. The candidates should be allowed to use assistive devices like talking calculator ( in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
7. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
8. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the International Standards laid down in this regard.
9. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

This is for your information and necessary action.

Yours faithfully,



Commissioner-cum-Secretary to Government

Memo No 10897 /HE, Dated 27.5.19

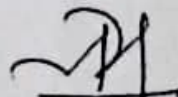
Copy forwarded to the Principal Secretary to Government, SSEPD Department for kind information and necessary action.



Commissioner-cum-Secretary to Government

Memo No 10898 /HE, Dated 27.5.19

Copy forwarded to the Director, Higher Education/ All Regional Directors of Education for information and necessary action.



Commissioner-cum-Secretary to Government