

## Guidelines for Scribe

1. Those candidates who are visually impaired / low vision with more than 40% disability can use services of a scribe during the written examination.
2. The candidate who uses a scribe should produce the candidate's disability certificate issued by the Competent Authority of the Government
3. A person to be appointed as scribe should not have obtained his / her qualifications in the same subject (s) as that of the candidate and should be of same or less age than that of the candidate.
4. The candidate can arrange his / her own scribe or request in writing to the center superintendent to provide a scribe at least one week prior to the examination
5. The "compensatory time" should be allowed for not less than 20 minutes per hour of examination for candidates with disabilities, having functional limitations in writing as specified in these guidelines and assessed by the prescribed medical authority, whether they are using the services of a scribe/reader/lab assistant or not. Therefore 40 minutes of extra time will be provided since the test is of two hours duration.
6. The candidate opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her
7. Conversation between the candidate and the scribe should not disturb in anyway the peace in the examination hall or the other candidates seated in the examination hall/room.
8. The scribe will be paid a honorarium of Rs. 250/- for this test.
9. The amount shall be paid from the advance given to the Exam Centre . A receipt to this reflect must be submitted to CEE cell along with other bills.