



अधिष्ठाता छात्र कल्याण
इलाहाबाद विश्वविद्यालय
प्रयागराज-211002, उ०प्र० (भारत)

DEAN STUDENTS WELFARE
UNIVERSITY OF ALLAHABAD
Prayagraj-211002, U.P. (INDIA)

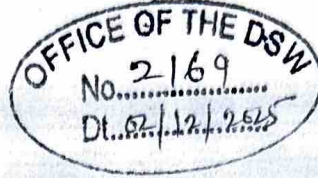


पत्रांक/L.No.:

दिनांक/Date:02.12.2025

To,

The Chairman,
ICT Cell, University of Allahabad.



Sir,

Kindly upload the attached **Form/Guidelines** for **Scribe & Extra Time** to the bona-fide students of University of Allahabad and Affiliated Colleges of UoA on AU website and Quick links of download forms.

Encl: As stated above.

Copy to:

1. Dean, College Development, UoA for circulate in affiliated colleges.

NK
02/12/2025
(Prof. N.K. Shukla)
Dean Students Welfare
Dean Student Welfare
Allahabad University
Allahabad

Form-D101

Please fill up the DECLARATION and submit along with the Admit Card to DSW Office/University of Allah

DECLARATION

We, the undersigned, Sri/Smt./Km.....eligible candidate for
the.....examination. Year.....and.....Sri/Smt./Km.....

.....Eligible writer (scribe) for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Govt. of India rules governing the RPWD Act 2016 for Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of an important for career, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the same examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of examination process that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's final result, his/her results are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution

Given under our signature:-

(Signature of the Scribe)

(Signature of the Candidate)

Address:

Mobile No:

Enrollment No:

Name of Exam:

Roll No:

Postal address:

Signature of DSW

Photograph of the
Scribe

To be signed by
Scribe and candidate

nil

University of Allahabad
(A Central University)

SCRIBE DECLARATION FORM

Standard Operating Procedure (SOP) for students with disabilities

Guidelines for Scribe: PwD candidates may avail the services of a scribe at the time of appearing for the offline examination as per the terms mentioned below, which are as per the guidelines issued by Government of India.

(i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the offline examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the examinee should not be a candidate for the same level of examination. If violation of the above is detected at any stage of the process, candidature of both the examinee and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in his application form. Any subsequent request may not be favourably entertained.
- A person acting as scribe for one candidate can not be a scribe for another candidate.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give an affidavit and undertaking form confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the examinee will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for **compensatory time of 20 minutes for every hour of the examination** or as otherwise advised.
- For online examinations, Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy: Compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with Locomotor Disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

(Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time)

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