

## Standard Operating Procedure for Applying Scribe for End Semester Examinations

Steps	Particulars
Step 1 Submission of requisition letter along with supporting Documents	Submit the Requisition Letter for asking Scribe for End Semester Examinations with the HoD recommendation. <ol style="list-style-type: none"> <li>a) Request Letter Form (Format attached)</li> <li>b) Medical Certificate</li> <li>c) Declaration Form (Form Attached)</li> </ol>
Step 2 Fee Remittance details	<p>Scribe Fee of Rs. 500/- (Rupees Five Hundred only) for each paper requesting Scribe for the End Semester Examinations to be paid direct or Online Mode. Submit the request letter with paid challan proof to Administrative Office or send it to Superintendent E-Mail (spdtao@kamarajengg.edu.in).</p> <p><b><u>Account Details</u></b></p> <p>Account Name : KAMARAJ College of Engineering and Technology            Account Number : 004100050147438            Bank Name : Tamilnad Mercantile Bank Limited            IFSC Code : TMBL0000004            Branch : Virudhunagar.            Amount : Rs. 500/- per paper (For Example, need Scribe for 3 Examinations - 3x500=Rs.1500/-)</p> <p><b><u>Note:</u></b> For Online Mode payment, the soft copy of payment receipt <b>with payment confirmation reference number</b>, to be send to Administrative office through E-Mail (spdtao@kamarajengg.edu.in) or print out.</p>
Step 3 Approval	The candidate may permit by the Principal to write the End Semester Examinations with the help of Scribe appointed by Competent Authority on requested number of day(s) of Examinations in separate Hall under the supervision of Hall Superintendent
General Information	<p><b><u>Check List:</u></b></p> <ol style="list-style-type: none"> <li>1. Requisition letter to the Principal</li> <li>2. Fee paid acknowledgement</li> <li>3. Medical Certificate (for Disability)</li> <li>4. Declaration Form</li> </ol>
Note	Scribe appointed only those who are not able to write by their own, due to disability.

## APPLICATION FOR REQUESTING SCRIBE FOR END SEMESTER EXAMINATIONS

- 1) Full Name (in English Capital Letters) \_\_\_\_\_
- 2) Register Number \_\_\_\_\_ Gender: Male / Female
- 3) Programme & Branch \_\_\_\_\_
- 4) Batch \_\_\_\_\_ Examinations: November / April 20 \_\_\_\_\_
- 5) Email ID & Mobile \_\_\_\_\_
- 6) Scribe required for \_\_\_\_\_ number of Examinations.
- 7) Scribe required for the following Examinations

S.No.	Date of Exam	Session	Course Code

S.No.	Date of Exam	Session	Course Code

Signature or Thumb Impression of the Applicant

Enclosure:

1. Fee Receipt
2. Medical Certificate
3. Photocopy of Hall Ticket

Name:

Date:

Notes & Signature with Date	
HoD	Principal

For Office Use Only				
Application with Enclosures Received by Administrative Office Staff	Scribe Name	Application Received by CoE Office Staff	Controller of Examinations Notes & Signature with Date	Processed by CoE office Staff
Signature with Date		Signature with Date		Signature with Date

## **DECLARATION BY THE CANDIDATE**

I, Mr./Ms./Mrs. \_\_\_\_\_ (Candidate Name), Register Number \_\_\_\_\_ eligible Candidate for the End Semester Examinations November / April 20\_\_\_\_\_ and eligible scribe for the Candidate do hereby declare that:

1. Candidates who are not able to write their End Semester Examinations by their own hand due to disability can avail “Scribe” facility. In all such cases where a scribe is used, the following rules will apply.
2. A scribe is a person who writes a student’s dictated answer in End Semester Examinations.
3. Candidate is eligible to use a scribe for write End Semester Examinations based on the Medical Certificate and permission of Principal.
4. Generally, students who have an impairment that restricts the ability to hand-write, type or maintain the posture required for writing, or students who, as a result of an impairment, present information better in oral than written form, may require an scribe.
5. The candidate instructed to produce requisition letter with valid Medical Certificate to Principal for arrange scribe and fill up the Declaration and submit along with the Hall Ticket.
6. The scribe can be from academic discipline preferably Nonteaching Staff.
7. Both, the candidate as well as the scribe, will have to give a suitable undertaking, with passport size photograph of the scribe, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe.
8. The scribe is appointed by the Institution on the request of the Candidate with valid Medical Certificate. The candidate is **unable to write End Semester Examinations due to temporary disability** and he / she needs a scribe as permissible.
9. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there is necessity for use of a scribe as his/her writing speed is affected by the disabilities.
10. The scribe arranged is not a candidate for the End Semester Examinations. Also, the candidate cannot claim his / her desired scribe for writing End Semester Examinations. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
11. The scribe must write only the candidate’s dictation, and should not write by their own knowledge. If any doubt or spelling needed, can ask to candidate to repeat the word or to spell out.
12. The scribe should not to talk to the candidate or to the Hall Superintendent unnecessarily.

13. Candidate should dictate to the scribe clearly and with normal speaking sound. Candidate voice should not hear out of the Examination hall.
14. 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 Examinations 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 his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

**Signature or Thumb Impression of the Applicant**

## **DECLARATION BY THE SCRIBE**

I, Scribe for End Semester Examinations November / April 20\_\_\_\_\_, eligible scribe for the Candidate do hereby declare that:

1. Candidates who are not able to write their End Semester Examinations by their own hand due to disability can avail “Scribe” facility. In all such cases where a scribe is used, the following rules will apply.
2. A scribe is a person who writes a student’s dictated answer in End Semester Examinations.
3. Please ensure that you are eligible to use a scribe for write End Semester Examinations.
4. Generally, students who have an impairment that restricts the ability to hand-write, type or maintain the posture required for writing, or students who, as a result of an impairment, present information better in oral than written form, may require an scribe.
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7. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe.
8. The scribe is appointed by the Institution on the request of the Candidate with valid Medical Certificate. The candidate is **unable to write End Semester Examinations due to temporary disability** and he / she needs a scribe as permissible.
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S.No.	Date of Exam	Session	Course Code	Scribe Name	Signature with Date	
					Scribe	Hall Superintendent

Please Paste  
Scribe Passport  
Size Photo with  
Authorized  
Signature

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Size Photo with  
Authorized  
Signature

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Size Photo with  
Authorized  
Signature

Note: If same scribe is appointed for more than one Examination, kindly paste only one photo for all examinations.