



ST MARY'S COLLEGE (AUTONOMOUS), THRISSUR-20
REQUEST FOR SCRIBE/EXTRA TIME

Photo
of the
Applicant

1	Name of the Candidate (IN BLOCK LETTERS)	
2	Register Number of the Candidate	
3	Name of the Department	
4	Programme	
5	Semester	
6	Name of Examination for which Application is submitted	
7	Address for Communication with PIN, Phone Number & E mail ID	
8	Details of Disability	
9	Concessions required during the final examination (Scribe/Extra time/Both)	
10	Name and Address & Contact No. of the Scribe, if any	
11	Age and Date of Birth of the Scribe <i>(attach a copy of Aadhaar Card/ other ID proof with DoB)</i>	
12	The educational qualification of the Scribe	
13	Specimen signature of the Scribe	
14	Declaration by the Scribe I hereby declare that the information provided above is true, and I have not qualified for or appeared in any examinations other than those specified in clause (11) above. <p style="text-align: right;">Signature of the Scribe</p>	

15	Declaration by the Candidate	
	I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that submitting false information may result in the revocation of the requested facility. I have submitted the necessary documents to support my request for a scribe/extra time.	
	Place: Date:	Signature of the Candidate
12	Verified by Tutor-in-Charge Signature	Co-ordinator (ADA Cell)
13	Endorsed by Principal Signature	Supporting Documents to be Attached 1. Copy of Aadhaar Card of Applicant & Scribe (Mandatory) 2. Medical Certificate of the Applicant (Mandatory). Kindly read the details given on Page 2. 3. Proof of Educational Qualification of Scribe (Course Certificate)

Conditions for Appointing Scribes:

1. The scribe must not be a relative of the candidate appearing for the examination.
2. The scribe's educational qualifications must be lower than those of the candidate.
3. A declaration form (Download from <https://www.smctsr.ac.in/>), as per the provided format, must be obtained from the scribe.

Special Permission & Privileges

➤ **Physically Handicapped Candidates**

An additional 30 minutes are granted for a three-hour duration examination, 20 minutes for a 2-hour examination, and 15 minutes for a 1.5-hour examination for those having disability. Scribe will be permitted for those who cannot write examination owing to their disability (permanent disability) if it is specially mentioned in the **Medical Certificate** submitted to prove the same. Application in the prescribed form should be submitted to the Controller of Examinations (CoE) through the Principal for the privilege of extra time.

➤ **Blind Candidates**

An extra time of 15 minutes per hour of examination will be allowed to blind candidates, in addition to the permission to avail the service of a scribe. They are exempted from answering questions on drawing graphs, phonetic transcription, etc. The answer scripts of blind candidates should be packed separately and sent along with the other answer papers. Blind candidates are exempted from payments of all kinds of special fees and tuition fees as mentioned at the time of admission and the exam fee prescribed by the CoE for the course. However, they have to remit the fee for degree certificates and other certificates.

➤ **Visually Impaired Candidates**

Visually impaired students can use computers/laptops with a screen reading speech software, for writing the examination, over and above the facilities for using a scribe.

➤ **Dyslexic and Autistic Candidates**

Extra time of 30 minutes will be allowed in addition to the permission to avail the service of a scribe or interpreter to dyslexic and autistic candidates.

➤ **Students with Writing Disabilities**

Students with writing disabilities, who cannot write with their hands, if possible, can use computers for writing answers in examinations, and the College shall provide computers to the students.

➤ **Application for Scribe or for Extra Time (Amanuensis)**

Scribes will be allowed only to candidates with permanent disability. Application for extra time or scribe should be routed through the Principal. The request of the candidates should be received at least two weeks before the commencement of the examination. The application should include a Medical Certificate issued either by a Medical Board constituted by the Government or by Specialists in charge of Departments namely, Orthopedics/ Physical medicines/ Ophthalmology/ ENT etc. in a Government Hospital/ Medical College Hospital, and duly countersigned by the Superintendents. In the case of total blindness or permanent disability that cannot be cured, a copy of the Medical Certificate attested by the Principal of the College or by the Superintendent of the Government Hospital will be accepted. In all other cases, an original certificate should be produced. To obtain an extension of time, an original Medical Certificate is mandatory, stating that the candidate's condition will impact their normal writing speed.