

GUIDELINES AND PROCEDURE TO BE FOLLOWED FOR GRANT OF SCRIBE (WRITER) AND/OR EXTRA TIME TO PHYSICALLY CHALLENGED/PHYSICALLY DISABLED CANDIDATES IN COMPANY SECRETARIES EXAMINATIONS

(IN PURSUANCE TO THE ICSI GUIDELINES FOR SCRIBE (WRITER) AND/OR EXTRA TIME-2019)

1. Who is a Physically Challenged/ Physically Disabled Person?

1.1 An Orthopedically Challenged (OC) person is one who has –

- a) Minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or
- b) Loco motor disability, or
- c) Any form of cerebral palsy.

1.2 Orthopedically Challenged person with Speech Impairment.

1.3 Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies

1.4 Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:

- (a) Total absence of sight;
- (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
- (c) Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board OR Head of Department or Specialists/Sr. Medical Officers of a State or Central Government Hospital; and
- (d) A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

2. Eligibility and Procedure for making request for a Scribe (i.e., Writer) and/or Extra-Time:

- 2.1 A Physically Challenged / Disabled Student should make an application in the prescribed form available on the website of the Institute seeking help of a “Scribe” and/or Extra-Time together with the following documentary evidences at least forty five days in advance from the date of commencement of examination in which he/she intends to appear:
- 2.2 Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- 2.3 Letter of permission issued, if any, by Sr. Secondary Board/ University in 10th, 10+2 or degree examinations in which candidate had appeared.

- 2.4 Permission granted by other reputed professional Institutes/examining bodies such as — UPSC, SSC, State Public Service Commission, *etc.*, allowing such assistance of a Scribe and/or Extra-time in the earlier examinations.
- 2.5 An attested full size latest photograph indicating name of the candidate on the backside of photograph.
- 2.6 Application should be in candidate's own handwriting. In case the candidates could not write, then their representatives should write and forward the application.
- 2.7 Any other documents in support of request for grant of the facility of a Writer and/or Extra time as aforementioned.

3. Facilities and Concessions to a Physically Challenged/ Physically Disabled Student:

- 3.1 The Institute/ Superintendent of Examination Centre shall arrange the scribe/writer as per the prescribed academic qualification to write the examination on behalf of a physically challenged candidate. In case, the candidate intend to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Centre Superintendent concerned.
- 3.2 The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one grade lower than the qualification possessed by the candidate enrolled for appearing in CS Examination.
- 3.3 Before commencement of the examination, the 'Scribe' (Writer) shall submit a suitable undertaking in the prescribed format confirming, that he/she fulfills the above criteria, to the Superintendent of Examination Centre for onward transmission to the Institute.
- 3.4 Every candidate with specified disability, whether using scribe or not, shall be entitled to 20 minutes extra time for every hour of examination.
- 3.5 The Institute shall pay a lump sum amount of Rs. 400/- as out of pocket expenses/honorarium per paper to a scribe or the amount decided by the Examination Committee from time to time.
- 3.6 In addition to above, the following facilities shall also be provided to the candidates suffering from Dyslexia, Dysgraphia and Dyscalculia:
 - (a) Concession for spelling mistakes;
 - (b) The cover page of the main answer book(s) of such candidates should be affixed with stamp "Dyslexia, Dysgraphia and Dyscalculia and/ or paper written by a scribe".
 - (c) The examiners of such candidates be instructed accordingly.

4. Maximum Qualification of the Scribe (Writer)

The academic qualification of a Scribe to write the examination on behalf of a physically challenged student should be one grade lower than the qualification required from the candidate enrolled for appearing in CS Examination, *i.e.*,

- (i) For CSEET, the qualification of Scribe should be 10th Class or Matriculation or pursuing 11th Class.
- (ii) For Foundation Programme the qualification of Scribe should be 10th Class or Matriculation or pursuing 11th Class.
- (iii) For CS Executive Programme Examination, the qualification of Scribe should be 12th Pass/10+2 Pass or more but lower than Graduation (Under Graduate) and should not have completed or pursuing CS, CA, CMA or LL.B.
- (iv) For CS Professional Programme Examination, the qualification of Scribe should be Graduation but should not be Post Graduate and should not have completed or pursuing CS,CA,CMA, LLB or Post Graduation Course in Commerce, Management or Law Stream.

5. Duties and Responsibilities of Scribe (Writer)

- (i) The scribe will read the questions for the candidate and write answers only as per the dictation of the examinee and the scribe shall not paraphrase, translate, add emphasis or embellish the dictation in any manner, *i.e.*, the scribe shall only transcribe what is dictated to him by the examinee.
- (ii) The scribe should be punctual, careful and should act in the exam as directed by the candidate without wasting time of the candidate.
- (iii) The scribe should not make any claim or accept any money or money's worth from the candidate. The honorarium to Scribe shall be paid by the Institute.
- (iv) The scribe should not put the candidate in emotional or stressful situation during the period of examination.
- (v) Scribe should maintain distance with candidate prior and after the exam and not to exploit the candidate in any manner.
- (vi) Scribe shall submit the required declaration/ acceptance in the prescribed format.
- (vii) Scribe shall follow all instructions, guidelines, directions etc. of the Institute in true letter and spirit.
- (viii) Failure to follow the above may impact the result/enrollment of the candidate apart from being booked under use of unfair means in examination.

6. Other important instructions for the Candidates (Examinees)

- (i) In case the Scribe is provided by the Institute, the candidate shall be allowed to meet the Scribe at least one day prior to the commencement of examinations.
- (ii) Candidate may be allowed to change the Scribe in case of emergency on the written application of the candidate and its approval from the Institute.
- (iii) The Institute will provide Scribe thro' Superintendent of Examination centre, if candidate insist to bring his/her own scribe he/she may be allowed to do so subject to the verification of educational qualification by the Centre Superintendent concerned.

- (iv) In case candidate brings his/her own scribe, he/she should submit a self-declaration submitting that the qualification of the scribe is as per the qualification permissible and in case of any concealment of fact/misrepresentation the candidate will be debarred from appearing in the examination in addition to other disciplinary action as per The Company Secretaries Regulations, 1982 as in force.
- (v) The Centre Superintendent shall have the authority not to allow a particular person to act as Scribe/Writer, if he is satisfied that such a person does not fulfil the criteria for being a Scribe/writer.
- (vi) Physically disabled candidates who had been granted facility of writer's help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of the requisite documents and full size photograph.
- (vii) It is clarified that in case of injuries of disablement of temporary nature such as fracture in the arm, forearm or dislocation of shoulder, elbow, wrist or any other illness, the candidates are not eligible to seek any concession or assistance of writer and/or extra time.
- (viii) The duly filled-in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
'ICSI House', C-37, Sector-62, Institutional Area
Noida – 201 309 (U.P.)

- (ix) Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates before the commencement of each session of examination after the issue of Admit Cards/Roll Number.
- (x) For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of Scribe (Writer) and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below: https://www.icsi.edu/webmodules/scribe_form.pdf