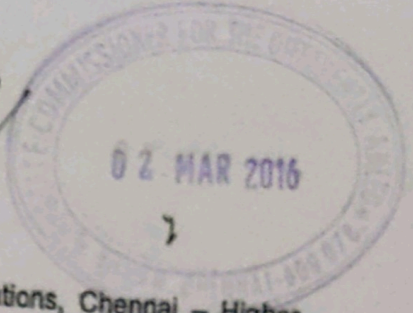




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School Education Department, Government of Government Examinations, Chennai - Higher Secondary /SSLC Public Examinations Framing of guidelines to be adopted for Scribe appointment as per the directions of the Hon'ble High Court of Madras - Orders Issued.

ABSTRACT

School Education GE(1) Department

G.O. (Ms) No.54

Dated: 29.02.2016

திருவள்ளூர் ஆண்டு, 2047
மன்மத வருடம், மாசி, 17

Read:-

1. G.O(Ms)No.28, School Education (V1) Department, dated 10.2.2010.
2. G.O(Ms)No.268, School Education (V1) Department, dated 19.10.2012.
3. From the Director of Government Examinations, letter No.023396/H2/ 2016, dated 26.02.2016.

ORDER:-

In the Government Orders first and second read above orders were issued to permit concessions to the 6 categories of differently abled candidates, who appear for SSLC/Higher Secondary Public Examinations on requisition and also appointment of Scribes to assist differently abled candidates for writing public examinations are usually made by the Director of Government Examinations based on the recommendations of Chief Educational Officers and District Educational Officers.

2. In the letter third read above, the Director of Government Examinations has requested to frame guidelines to be adopted for appointment of Scribes as per the directions of Hon'ble High Court of Madras in W.P. No.5383/2015 dated 28.01.2016 and the recommendations made by the State Commissioner for the Differently Abled.

3. The Government after careful examination of the proposal of the Director of Government Examinations accept it and issue the following guidelines to adopt while appointing the Scribes in the Government Public Examinations. (SSLC/HSC)

I) A Scribe should fulfill the role of a reader, scribe and / or prompter

II) Prior to the examination, the co-ordinator should provide an opportunity for the candidate and the corresponding scribe to practice working together.

4. Guidelines that can be implemented by Directorate of School Education / State Council of Educational Research and Training:-

1. A Pool of scribes should be created separately for the School Education Department.
2. However, while appointing scribes, depending upon the candidate's choice of subject, instead of appointing subject experts, qualified scribes for a pool of interdependent subjects may be appointed.
3. If a teacher is appointed as a scribe, let there be fixation of qualification for such teacher along with adequate training, still assessment by the state.
4. The main subjects and allied subjects be grouped and sorted so that scribes can be picked from the pool of scribes classified subject wise (For example, a Chemistry teacher can be a scribe for a Maths examination but not otherwise)
5. Legibility of hand writing may be tested by way of tests during training phase of scribes, in order to avoid scribes who are having illegible handwriting as it downgrades the system drastically.
6. Physical Fitness of a scribe is of paramount importance. Steps are to be taken to ensure only physically fit scribes, with no disability marring their eyesight, hearing ability and writing ability should be appointed and trained.
7. Immediate steps should be taken for creating a pool of scribes and to give training before end of this month, i.e. February 2016.

5. The Director of School Education, Director of State Council of Educational Research and Training and all the Chief Educational Officers/District Educational Officers are requested to follow the above recommendations while appointing the scribes.

(By Order of the Governor)

D.Sabitha,
Principal Secretary to Government

To
The Director of Government Examination,
Chennai-6
The Director of School Education, Chennai-6
The Director of Elementary Education, Chennai-6
The Director of Matriculation, Chennai-6
The Director of State Council of Educational Research and Training, Chennai-6
Copy to
The State Commissioner for the Differently Abled, Chennai-78.

//Forwarded by Order//

M. S. Ram
29.2.2016
Under Secretary to Government.

தமிழ் தாய் அகாடமிக்கு உரிய இடம் ஒதுக்கீடு
அமைக்கப்பட்டுள்ளது. தகவல் சமீபத்தில் அறிவிக்கப்பட்டிருக்கிறது. March '16 12th to exam
6/2
29/2/2016
அதி உதவி இயக்குநர்.

III) The candidate must take the examination in a separate room. The dictated response of the candidate must not be overheard by other candidates.

IV) Because the examination is taken in a separate room, an invigilator must be present in addition to the scribe. This is to ensure the proper conduct of the examination, so that no questions arise regarding the appropriateness of the assistance.

V) **The Scribe Must:-**

- a) Transcribe the candidate's responses verbatim.
- b) Draw all visual material (for example, diagrams, maps and graphs) according to the exact instructions of the candidate.
- c) Should not offer information that may be used to answer questions, including advice on, (i) which questions to answer, (ii) when to move on to another question or, (iii) order in which questions should be answered.

VI) **The Scribe may:-**

- a) Read back answers at the request of the candidate.
- b) After or delete answers at the request of the candidate.

VII) A candidate's answer to a multiple choice paper may be recorded in a form that is most convenient to the candidate and scribe. However, the candidate's answers must be submitted for marking on a multiple choice answer sheet, regardless of how they are initially recorded.

(Instead, the Director of Government Examinations can appoint supervisors to watch the scribes activities in the ratio 1:1:1 (1 Candidate:1 Scribe:1 Supervisor) in case of blind candidates).

VIII) The scribe must be familiar with the terminology used the subject but, whenever possible, should not be candidate's own teacher for the subject being examined.

IX) Conversation between the candidates and the scribe must be confined to ensure that the candidate's responses are transcribed correctly. There must be no discussion about the examination paper or the candidate's answer.

X) The scribe must not act as a prompt, unless there has been a prior decision by the school to use a prompter as an assessment arrangement for the candidate. In such circumstances, the scribe must be made aware of the rules governing the use of prompter.

XI) A prior interaction between the scribe and student could be arranged officially at least a day before the examination.

XII) Scribes in some cases do not understand the accent of the Visually impaired student. Hence respective scribes and Visually impaired students must be allowed to practice working together to remove any communication obstacles.

XIII) In all other situations, if time elapses during the examination when the candidate is not responding to the examination paper, no action should be taken by the scribe, unless the candidate is ill or distressed and then the invigilator should be notified.