



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA**  
**PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013**

**NOTIFICATION**

**No. EG-I-06/22/ 274 /CHSE/Bhubaneswar, dated the 27<sup>th</sup> Jan, 2022.**

**Sub:- Exemptions/Concessions extended to persons with Bench Mark Disabilities for class-XII Examination conducted by CHSE and standard operations.**

CHSE being sensitive to the needs of disabled students is extending several exemptions/concessions to candidates with disabilities as defined in the Rights of PWD Act. 2016. Please find herewith consolidated Exemption/Concessions along with standard operation procedures for seeking exemptions.

In order that students and the authority of schools under CHSE, be aware about the facilities available for CWSN, this may please be published adequately.

Please find herewith consolidated exemptions/concessions along with standard operation procedures for seeking exemptions.

Now these changes will supersede all earlier circulars these exemptions/concessions will be applicable for 2020-22 Examinations onwards.

- (i) The facility of Scribe/Reader/Lab. Assistant should be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/herd.

In case of persons with benchmark disabilities in the category of blindness. Locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/Lab Assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of Scribe/Reader/Lab. Assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**

- (ii) The candidate has to apply for own Scribe/Reader/Lab. Asst. and/or compensatory time at the time of form fill-up in the prescribed format and get approval of the Controller of Examinations.
- (iii) The Scribe selected by the candidate has to give an undertaking to the effect that he/she will serve as the helper writer till the end of the examination, except in emergency.
- (iv) If the original Scribe is not well conversant with the language papers, viz, Bengali, Urdu, Telugu and Hindi, application can be made for approval of a separate Scribe for these language papers only.
- (v) The candidate has also to give an undertaking to the effect that he/she will use only one Scribe, except the specific need for language papers, viz, Urdu, Telugu, Bengali, and Hindi and will not change the Scribe unless there is explicit emergency. To meet such emergency the application for change of Scribe is to be certified by the Principal of the concerned College and to be forwarded to the Controller of Examinations with the evidences for necessary approval.

The qualification of the Scribe should be one step below the qualification of the candidate taking Examination. The persons with benchmark disabilities opting for own Scribe/Reader/Lab. Asst. should submit the details of the own Scribe as per CHSE. Odisha proforma at **ANNEXURE –‘B’**.

- (vi) The candidate is required to submit the Identity Proof with clear photograph of the Scribe and copies of Certificates and Mark Sheets in support of the educational qualification of the Scribe with his contact details including Mobile

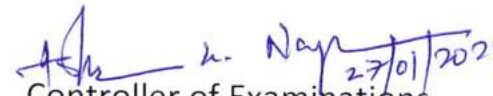


number. **All such documents are to be signed by the candidate, Scribe and countersigned by the Principal of the College.**

- (vii) The Principals may also identify Scribe/Reader/Lab. Asst to make panels at the College level as per requirement of their physically disabled examinees. Such panels must be approved by Controller of Examinations prior to the commencement of the Higher Secondary Examinations. In such instances, the candidates should be allowed to meet the Scribe two days before the examination so that the candidates get a chance to check and verify whether the Scribe is suitable or not. In case the Scribe is rejected, the candidate must state the valid reason of rejection in writing and submit to the Principal.
- (vii) In case the disability certificate produced by the candidate is found to be fake at any point of time, appropriate legal action will be initiated against the candidate and the pass Certificate and Mark Sheets awarded, if any, will be instantly cancelled.
- (viii) The compensatory time should not be less than 20 minutes per hour of examination for persons, who are making use of Scribe/Reader/Lab. Asst. All the candidates with benchmark disabilities not availing the facility of Scribe may also be allowed additional time of 20 minutes per hour of examination.
- (ix) Proper sitting arrangement should be made for the physically disabled candidates (preferably on the ground floor) prior to the commencement of examination to avoid confusion.
- (x) A copy of the **'provision for providing facility to the candidates with benchmark disability'** be provided to the physically disabled candidates and their signature be taken on another copy of the **'provision for providing facility to the candidates with disability'** as a proof of intimation of the rules of CHSE, Odisha.
- (xi) If any Scribe is used without approval of the Controller of Examinations, the candidate and the Principal concerned will be held responsible for violation of

examination rules. Answer Scripts of such candidates will not be evaluated by the Council and the paper will be cancelled.

**N. B.** : The application form must be signed by the applicant. If he/she is not able to write, left hand thumb impression be put with countersignature of the Principal. For any candidate without fingers, his/her Parents/Legal Guardian can put the signature with counter signature of the Principal.

  
Controller of Examinations 27/01/2022