

EXAM FACILITATION FOR STUDENTS WITH SPECIAL NEEDS

Appointment of a Writer:

- a. A writer may be allowed only in cases where a candidate suffers from a disability that renders him/her unable to write normally, provided that such disability is duly certified by a Registered Medical Practitioner.
- b. The student will seek written permission from the Head of Department/Dean through Department Coordinator.
- c. The candidate shall select suitable writer (**low in academic qualification than the candidate**) in consultation with the concerned Head of Department. The writer must show documentary proof of his/her qualification. His/her highest qualification must be a **recent one**.
- d. The Superintendent shall arrange for a suitable room if required for the candidate and also appoint a special Assistant Superintendent for invigilation.

Computer Assistance for Blind Students:

- a. The candidate whose disability is already determined as per HEC policy will be given permission to use computer assistance. This permission will be required once only for the entire duration of the degree/course.
- b. If computing facility is not available in the department, the approved cases will be forwarded to the department/Dean FE&CS for the conduct of examination.
- c. Technical Assistance will be provided by a computer Lab Assistant during the scheduled examination.
- d. Invigilation of examination will be handled/monitored by the concerned department.
- e. Students will **NOT** be allowed to use their own electronic devices viz, PCs/Laptops etc. Hardware provided only by the university will be used for the conduct of exams.
- f. Sufficient time will be provided to the student to check the functionality of the provided hardware in front of the invigilator before starting the examination.