



## General and Specific Provisions (Disability wise) in the context of NIOS Examinations

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The learners with disabilities like blindness, low vision, speech impairment, locomotor disability and any other disability which causes difficulty in writing the examinations are to be provided with need based provisions such as amanuensis, technological devices etc. The provisions shall be according to their disabilities as per procedure notified by NIOS from time to time.

The provisions made have been precisely defined in clauses and sub-clauses for clarity.

### 6.1 Procedural Requirements

The learners with disabilities as defined in the Persons with Disabilities Act (1995) and the National Trust Act, 1999 and those with specific learning difficulties who wish to avail certain facilities or need some reasonable accommodations in the examinations are required to submit an application in the given format to the concerned Regional Centre of NIOS. A learner should clearly indicate the support required by him/her along with the certificate issued by an appropriate authority indicating the nature of his/her disability and the extent of the disability. This application should be submitted along with the Examination Registration Form by the parent or guardian of the learner.

A Medical Certificate issued by any of the following authorities is required for availing specific provisions by learners with disability:

- i) Disability Certificate(s) issued by Government Hospitals under Central or State Governments.
- ii) Disability Certificate(s) issued by recognized institutes of national level such as National Association for the Blind, Spastic Society of India etc.
- iii) Disability Certificate(s) issued by non- governmental organizations/ practitioners registered with Rehabilitation Council of India/ Central Government/ State Government of the respective States.

While appearing in the examination, the learner should write his/her disability as mentioned in the certificate on the top of the answer book. This will be authenticated by the concerned Centre Superintendent of the Examination Centre.

### 6.2 General Provisions

#### 6.2.1 Provision of Additional Time

The condition of learners with disabilities will have to be certified as per approved procedure as mentioned in para 6.1 above for determining requirement of additional time.

- i) *An additional 20 minutes per hour of examination for each of the subject will be provided* to compensate for additional time required for reading by the amanuensis,

understanding the questions, fatigue while dictating to the Amanuensis, sitting continuously etc.

- ii) If the condition indicated in the Medical Certificate specified in para 6.1 above requires short break, *a break of not more than ten minutes per hour will be permitted in addition to above.*

### 6.2.2 Provision of Amanuensis

The services of an amanuensis, reader, lab assistant can be availed as per requirement of the subject concerned. The following categories of learners will be eligible for this facility:

- a. Learners with Autism
- b. Cerebral Palsy
- c. Intellectual Disability including Mental Retardation
- d. Multiple Disabilities
- e. Blindness, Low Vision
- f. Speech Impairment or Hearing Impairment
- g. Any other disability such as learners with specific learning disabilities like dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia certified as per procedure mentioned in para 6.1.
  - i) A learner with poor hand function and speech and hearing impairments may be provided an amanuensis who can understand his/her communication including sign language.
  - ii) A learner with hand injury may be provided the facility of an amanuensis.
  - iii) In case of sudden illness resulting in temporary disability, services of an amanuensis will be allowed on furnishing duly certified Medical Certificate specified in para 6.1
  - iv) A learner with disabilities who may choose the use an amanuensis may be permitted to draw the diagrams etc., himself/herself if learner so desires.
  - v) A learner with disabilities may be provided a Lab Assistant as per requirement of the particular subject.
  - vi) A learner with disabilities may be provided the services of a Reader as and when required.
  - vii) In case a learner needs a Care Giver inside the Examination Hall during the examination, a prior application in the given format is required to be submitted along with the Application Form, and permission has to be obtained.
  - viii) In case a learner needs a Care Giver to help him/her reach the examination room and find his/her particular seat, a prior application in the given format is required to be submitted along with the Application Form and permission has to be obtained.
  - ix) In specific cases, near relative, Care Giver or concerned teacher may be present in the examination hall only for the purpose of motivation and support to the candidate. Prior permission for this needs to be obtained from the concerned Regional Director, Regional Centre, NIOS.



**Note:**

- i) The terms **scribe** and **amanuensis** are synonymous and any other term signifying the same can be used for this purpose. In this document, the term **amanuensis** has been used.
- ii) The learner is allowed to opt for different amanuensis for different subjects, if necessary. The learner will have to clearly specify the language in which the Amanuensis is required.
- iii) The format of application for the entry of the Care Giver inside the premises of the Examination Centre is available in the Examination Centre and on the NIOS website.
- iv) Amanuensis/scribe can be arranged by the learner himself/herself or can be provided by the Centre Superintendent. The procedure of approval and eligibility of amanuensies is subject to provisions mentioned of in this chapter.
- v) Assistance of a Lab Assistant is required to be provided by the Centre Superintendent only.

**6.2.2 (a) Eligibility to be an Amanuensis**

- i) The Amanuensis, Reader, Lab Assistant should not be related to the examinee.
- ii) The amanuensis may be a student of any age or class.
- iii) The amanuensis should not be from the same subject(s) in which the learner shall be appearing for the examination. However, if the learner and the amanuensis, reader, lab assistant are from the same stream, then the educational qualification of the amanuensis, reader, lab assistant should be at least one class lower than that of the learner with disability appearing for examination.
- vi) There will be flexibility in accommodating any change in amanuensis, reader, lab assistant in case of emergency. More than one amanuensis, reader, lab assistant for writing different papers as per requirement of the learner will be allowed.
- vii) The learner shall also have the option of meeting the amanuensis a day before the examination in presence of the Centre Superintendent.
- viii) The Centre Superintendent will ensure that the facilitative provisions are granted to the learner with disabilities and inform the compliance to the Regional Director, Regional Centre, NIOS. The Centre Superintendent of the Examination Centre concerned may choose a suitable person from the school as far as possible and forward his/her name with photograph immediately to the concerned Regional Centre with a report giving full particulars of the learner and of the amanuensis, reader, lab assistant for consideration and approval.

**6.2.2 (b) Fee for amanuensis, reader, lab assistant , interpreter using sign language:**

- (i) A fee of Rs. 100/- per session of examination will be given to the amanuensis per learner (with disability) by the Superintendent of the Examination Centre. The remuneration of the categories such as reader, lab assistant and interpreter using sign language will be as per the Para 3.2.1 payment norms of the staff as mentioned in the Guidelines for the Centre Superintendents. The learners under the category Para 6.2.2 (except for iv) will not be required to pay any charge/fee.

- (ii) The learners with temporary disabilities using the facility of amanuensis will have to pay the fee themselves.

### 6.2.3 Use of Computers

The learners with minimal hand function, blindness and low vision and learners with learning disability, cerebral palsy, autism and any other disability will be allowed to use computer if learner *makes a request in advance to the concerned Regional Director*.

- i) The learners may bring their own computers along with assistive devices if they so wish.
- ii) The learner may also bring the required software (including the Text Reading Software) to enter the responses to the questions.
- iii) The Centre Superintendent would ensure adequate power supply and a printer to print the answer scripts of the learners using computers.

**Note:** The Centre Superintendent will have the right to check the machines for no pre-fed information. *Learners will need to report one hour in advance to complete these formalities.*

The Centre Superintendent may ensure requisite number of computers with hardware, software, and removable storage devices.

### 6.2.4 Seating Arrangements and Other Support

- a. Wheel Chair user, and mobility impaired learners will be given the facility to write the examination on the ground floor in case the examination room is inaccessible.
- b. The Building should be accessible and proper ramps and other support should be available. The Centre Superintendent will ensure availability of an accessible toilet for learners with disability.
- c. The Centre Superintendent will make arrangements to seat maximum of four learners in a separate Examination Room with a separate Invigilator for supervision.
- d. However, a single room with an invigilator may be made available for learners with specific disability, if so required.
- e. The examination room should be well lit, ventilated and away from noise and distraction.

**6.2.5** The Centre Superintendent(s) will print and pack the answer scripts of the learners with disabilities as per the serial number in a separate envelope and send to the concerned Regional Office of NIOS. The envelope should be superscribed with “Answer Sheets of Learners with Disabilities”. A separate column will be provided on the title page of the answer book for indicating the category of disability as per **Table 12**.



**Table 12 Code for marking Different Disabilities**

S.No	Category of Disability	Code
1.	Blindness	B
2.	Low Vision	LV
3.	Locomotor Disability	L
4.	Hearing and Speech Impairment	HI
5.	Leprosy cured	LC
6.	Mental Illness	MI
7.	Mental Retardation	MR
8.	Autism	Aut
9.	Cerebral Palsy	CP
10.	Multiple Disabilities	MD
11.	Specific Learning Disabilities	SLD

**6.2.6 Learners with Specific Needs** registered is the Special Accredited Institution for Education of Disadvantaged (SAIED) will have their Study Centre as Examination Centre also. During examination, the invigilators deputed by NIOS will monitor the examination proceedings. To facilitate easy access, a few selected schools will be made Examination Centres for learners with disabilities. However, NIOS reserves the right to allot any centre other than SAIED in the larger interest of the learner and feasibility. However, all necessary support will be provided to learners with disabilities appearing in examinations in centres other than the SAIED centres.

### 6.3 Specific Provisions<sup>1</sup>

**These are specific provisions in addition to the general provisions mentioned under Section 6.2**

#### 6.3.1 Learners with Blindness and Low Vision

- Learners with blindness and low vision will be provided alternate questions in the theory papers in place of the questions related to marking and labelling of maps, construction of geometrical figures and diagrams/ graphs etc., wherever applicable at the Secondary and the Senior Secondary levels.
- Visually Impaired learners may be allowed to use amanuensis/take examination using Braille Typewriter, or Computer. The learners should arrange to bring their own Braille Typewriter, etc., for examination purposes.
- Equipments such as Taylor Frame and Geometry Drawing Kit will be allowed in the Examination Hall. Prior permission for the same may be obtained from the concerned Regional Director, Regional Centre, NIOS.

<sup>1</sup> Many learners with disability now request for question papers in alternative format. This involves policy decision and advance preparation. NIOS will announce it as and when the mechanism is in place.

### 6.3.2 Learners with Hearing Impairment

- i. Interpreter using sign language may be allowed in the Examination Room to help the learner with hearing impairment to understand the instructions.
- ii. One interpreter may be adequate for each Examination Room. The Centre Superintendent may take decision regarding arrangement of an Interpreter.

**Note:** The learner is allowed to opt for different scribes for different subjects, if necessary. The learner will have to clearly specify the language in which the scribe is required.

### 6.3.3 Learners with Autism, Cerebral Palsy, Intellectual Disability (Mental Retardation), Multiple Disabilities

- i. Computers with adapted hardware like trackball instead of mouse, augmentative communication boards (illustrative and not exhaustive) may be allowed.
- ii. Intellectual disability (Mentally Retarded) learners may opt for Project Work as an alternative for Practical.
- iii. Adapted chair, table, bed, etc., may be allowed in the Examination Room in case of learners with specific disabilities.
- iv. Provision may also be made for reading the questions wherever necessary.

**Note:** The learners may arrange for their own tools and equipment.

### 6.3.4 Learners with Learning Disability

Provision of amanuensis, use of computer and additional time is permitted as per procedure specified under section 6.1 and also as mentioned under General Conditions.

### 6.3.5 Leprosy-Cured Learners

General provisions will be applicable to leprosy cured learners on submitting Medical Certificate as mentioned under Section 6.1.

**Note:** Any learner with disability, who is not covered or covered under the above provisions, should approach the concerned Regional Director, Regional Centre, NIOS, at least four weeks prior to the commencement of the examination for availing certain facilities/accommodation during the examination.

OR

Write to the  
Director (Evaluation)  
NATIONAL INSTITUTE OF OPEN SCHOOLING  
A-24-25, Institutional Area, Sector-62, NOIDA-201309, Uttar Pradesh  
Email: direval@nios.ac.in

## ANNEXURE 1

### Application by the Parent

Name: \_\_\_\_\_

Relationship with the Examinee:  
Parent/Teacher/Care Giver/Any Other (please  
specify): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No. \_\_\_\_\_

E-mail Id: \_\_\_\_\_

Date: \_\_\_\_\_

To,

The Regional Director,  
National Institute of Open Schooling,  
Regional Centre: \_\_\_\_\_

Subject: Application for need specific provisions to be made available during the NIOS examination.

Sir,

It is submitted that my son/daughter/ward who is a person with disability/special needs will be appearing in the NIOS examination scheduled from \_\_\_\_\_ to \_\_\_\_\_ for Block 1/ Block 2/ On-Demand Examination.

Details of the examinee:

1. Name: \_\_\_\_\_
2. Enrolment Number: \_\_\_\_\_
3. Programme enrolled in: Secondary/ Senior Secondary/ Vocational/ OBE/ Life Enrichment/ Life Skills Programme (Tick the Appropriate one):
4. Nature of Disability:
5. Certificate issued by: Name of the Hospital (Government Hospital/Government Medical Institute only): \_\_\_\_\_
6. Medical Certificate Sl. No. \_\_\_\_\_ Date: \_\_\_\_\_

7. Copy of the Medical Certificate with recommendations.

8. Subject-wise specific provisions required:

Sl. No.	Subject and Code	Specific Provisions Required		Details of self arranged assistive devices
		Indicate the clause of provisions mentioned in appendix		Details of amanuensis/ care giver in the given format at Anne.2
		From the Centre Superintendent	Self arranged	

You are kindly requested to provide the above mentioned general and specific provisions for my son/daughter/ward during the examination. The required documentary proofs are enclosed.

Yours sincerely,

Enclosure: Attested Copies of:

1. Copy of the medical certificate
2. Copy of the identity card of the examinee
3. Letter of Undertaking for using own scribe
4. Copy of the identify card of the amanuensis.\*
5. Copy of the identity card of any other person who will accompany the examinee.\*

\* The amanuensis and the accompanying person will be required to carry the same identity proof during the examination.



## ANNEXURE 2

Performa for information regarding Amanuensis/Lab Assistant/reader to be issued by  
Study Centre  
(To be submitted to the Regional Director, two weeks prior to the examination.)

Name: \_\_\_\_\_

Name of the Father/Mother/Guardian: \_\_\_\_\_

Details of Educational Qualification:

Whether the Amanuensis has studied the same subjects? No/Yes

If yes, the Amanuensis should be one class junior to the examinee. Refer to the Clause 8.2.3 (iii)

The above person will act as Amanuensis for:

Name of the Examinee:

Enrolment No.:

Study Centre name:

Study Centre No.:

Subject and Date of the Examination:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I hereby declare that I have read the clause 8.2 of the NIOS Guidelines for Centre Superintendents for Theory Examination/ Chapter 6 of Prospectus and the Amanuensis selected is as per the norms.

Signature of the Head of the Institution

Name

Designation

Seal

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

## Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

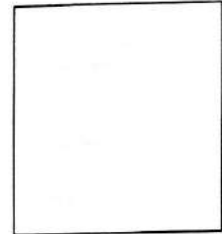
Place:

Date:



### ANNEXURE 3

Certificate issued by Study Centre for near relatives, care giver or concerned teacher to accompany Learners with Specific Disabilities during examination in specific cases  
(To be submitted to the Regional Director, two weeks prior to the examination.)



Name: \_\_\_\_\_

Relationship with the Examinee:

The above person will act as a support which includes motivating and helping the examinee find his/her examination room during the examination:

Name of the Examinee:

Enrolment No.:

Study Centre name:

Study Centre No.:

Subject and Date of the Examination:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I hereby declare that I have read the clause 8.2.2 (ix) of the NIOS Guidelines for Centre Superintendents for Theory Examination/ Chapter 6 of Prospectus and the same has been informed and explained to the above mentioned person.

Signature of the Head of the Institution

Name

Designation

Seal