



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY
Mahaveer Marg, Masab Tank, Hyderabad - 500 028. Telangana, INDIA.

EXAMINATION BRANCH

GUIDELINES RELATING TO THE PERSONS WITH DISABILITIES FOR CONDUCTING OF EXAMINATIONS

Date: 18/10/2024

Ref: 1) F. No. 16-110/2003- DD. III dated: 26/10/2013.
2) Memo. No. 4544/OP&MC/A2/2017, dated: 23/10/2017.
3) Notification by Ministry of Social Justice and Empowerment, date: 25/06/2024

A. Guidelines to support students having Physical Disability:-

- Alternate test formats such as readers, written exams etc. may be allowed
- Extended time for examination up to 20 minutes per hour to be given if required.
- Alternate test locations may be allowed based on the exam centers availability.
- Use of computers/aids/devices during exams etc., may be agreed to, if they carry them along.

B. Guidelines to support students Visual Disability (Blindness & Low vision):-

- Extended time for examination up to 20 minutes per hour to be given if required.
- Provision of braille/large print question paper or alternate test formats such as audio, use of readers etc., may be made.
- Use of computer or assistive technology, may be allowed, if they carry them along.

C. Guidelines to support students having Hearing Disability (Deaf & Hard of hearing):-

- Substitute oral exams/viva etc. with written or any other alternative modality.
- Provision for an alternate non-verbal way for exam bell or announcements, may be made.
- Use of hearing aids, cochlear implants and communication devices may be allowed if they bring them along.
- Extended time for examination up to 20 minutes per hour to be given, if required.
- Students with communication impairments must be provided with the opportunity to express themselves using alternative or augmentative communication.

D. Guidelines to support students having Intellectual Disability, Specific Learning Disability & Autism Spectrum Disorder, and Multiple Disabilities:-

- Alternate modalities for examination and evaluation; or alternate/adapted question papers, may be permitted.

- Quiet, distraction –free examination area and allowing time to take breaks during exam, may be considered.
- Exam given by page or by section and also scaffolding or step –by – step guidelines for examination, may be contemplated.

E. Additional Considerations:-

- Apart from the above, the marks for candidates with disabilities (as per G.O. Ms. No. 183, date: 17/09/2010 Higher Edu. (EC – 2) Dept. Govt. of AP), have been lowered by 10% (for External Marks and Total Marks) subject to the submission of the Medical Certificate as stipulated.

F. General Guidelines: -

- The student shall have either short term or long term disabilities of 40% or more and he/she should appeal to the University well in advance enclosing medical certificate issued by civil surgeon working in the government hospital with the photo of the candidate.
- The college shall identify the Scribe/Reader/Lab Assistant as per the requirement of exam. The Principal shall send a letter in advance with particulars of the proposed scribe that is Name, Address, Qualification, and Present Occupation along with the recent passport photograph duly attested by him.
- The candidate will be allowed to take more than one scribe for writing different exams as per the need.
- Age, gender etc. of the scribe are not any criteria. However the scribe shall not be from the same discipline of the candidate or closely related to it.
- The letter from the Principal shall also state that he/she has personally verified the qualifications of the scribe and a separate room and invigilation is provided to the candidate.
- Proper seating arrangement preferably on the ground floor should be made etc. and a separate invigilator should be appointed by commencement of the exam to avoid confusion and distraction during the day of exam. A compensation of 20 minutes per hour will be given to the candidate who is taking Scribe/Reader/Lab assistant.
- The student should be allowed to meet scribe a day before exam to verify whether the scribe is suitable or not.
- The Principal shall ensure that the invigilating system is strengthened to prevent the candidate using scribe etc. from indulging any form of malpractice like copying etc.



Director of Evaluation &
Chairperson for Internal Committee
for the students with Disabilities in the University

