

NOTICE

Attention:

- 1)Visually challenged students
- 2)Students diagnosed with dyslexia
- 3)Temporarily disabled students who are not able to write the examination on their own and
- 4) Those who are exempted from learning language 1

are directed to fill out the Google form using the link given below.

https://docs.google.com/forms/d/1qLJpN_xlBgrnNI-W5xXcnqgJkEcOSG1gIN3lpJiQ0Xc/edit

Kindly note that students belonging to categories 1,2 & 3 will get 30 minutes extra time to write the End Semester Examination and 15 minutes of extra time to write the Midsemester Examination. They are expected to identify a scribe/helper to write the examination and must get the prior approval of the scribe from the Controller of Examinations to write the test and Examination. They shall write the examinations in the electronics lab of St.joseph's University.

Those who had already entered the details in the odd semester need not have to enter the details again.

Rules regarding the appointment of the Scribe

Any person, suggested by the differently abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently abled examinee is writing and also who is not studying in the higher class of the same course, may be appointed by the Controller of Examinations. Such applications must be submitted at least one week before the examination. The applications can be mailed to coe@sju.edu.in. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the Controller of Examinations. The scribe approval form is also attached herewith.



Controller of Examinations

St. JOSEPH'S UNIVERSITY, BENGALURU

APPLICATION FORM FOR THE APPROVAL OF THE SCRIBE 2022-23

(This form can be filled and submitted to the Controller of Examinations (Help Desk) latest by one week before the examination. In case of emergency, if an alternate Scribe is to be approved, again fill out the form and send it to the controller of examinations before starting the test or examination)

Name of the examinee	
Registration number	
Name of the Scribe	
Educational qualification of the Scribe (Attach proof)	
Signature of the Scribe	
Have you attached the ID card of the scribe?	
Signature or thumb impression of the examinee	
Signature of the Controller of Examinations (COE will sign after verifying the entries)	

(Please attach the following documents along with this application form: photocopy of the ID proof of the scribe & the photocopy of the document as a proof of Educational qualification of the scribe.)