

- [ii] In case scribe is provided by examination centre, the qualification of scribe should not be more than the minimum qualification criteria of the examination.
- [iii] In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own scribe should submit the detail of the own scribe as per proforma at Annexure-III.
- [iv] Candidate shall also have the option of meeting the scribe two days before the examination.
- [v] Candidates will be allowed to change the scribe in case of emergency. The candidate shall also be allowed to take more than one scribe for writing different papers specially for languages. However, there can be only one scribe per subject.
- [vi] Centre Superintendent of the concerned examination centre shall send the report giving full particular of the candidate and the scribe in the prescribed proforma to the Board in Cover No.-11.
- [vii] The scribe shall be paid remuneration by the Centre Superintendent as per the norms of B.S.E., Odisha.

4. Other General Instructions and Facilities :-

- [i] Use of calculator is not permitted in any of the examinations conducted by the Board.
- [ii] Relaxation in attendance up to 50% may be considered for candidates with disability who are unable to attend the school for prescribed days. Such recommendations with attendance details must come from the head of the institution of the candidate along with supporting certificate from the registered medical practitioners/ authorised psychologist.
- [iii] As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

B. STANDARD OPERATING PROCEDURE FOR AVAILAING EXEMPTIONS

1. Parents should go through the consolidated instructions issued by the B.S.E., Odisha.
2. Parents should get the child examined by the Competent Medical Authority and obtain requisite Medical Certificate of Disability.