

## Guidelines to follow while filling up the application

- Application should be filled up neatly with a passport size photograph of the candidate and scribe.
- Disability certificate/medical certificate should be attached with the application.
- A copy of aadhar should be attached of both candidates.
- Submit this application to the NIEPMD-NBER before 10<sup>th</sup> June, 2018.

## Other guidelines:

- You are not allowed to have any factual or academic input into the student's answers. You must transcribe the information provided by the student strictly in accordance with their instructions.
- In the vast majority of cases, students will be given extra time in their exams. This will be confirmed with you, prior to the start of the exam.
- All information regarding the exam and student should be kept confidential. Where there is a perceived breach of exam regulations or conditions you should contact the invigilator.
- You are encouraged to meet with the student prior to the exam period to discuss the best methods of working.
- You will be advised about the time and place of the exam by the Course Coordinator/Head of the Institution.

## Guidelines for scribe during the examination

- You should write clearly and only write down the information that is provided by the student. You should not indicate when a mistake has been made nor offer information for use by the student.
- You should only speak to the student if there is a problem, for example, if you did not hear their answer or they are speaking too quickly.
- The student may wish to proofread the answers that have been given. The student may wish to do this or you may be asked to read the answers back for them. You should not proofread the work on their behalf.
- If the student wishes to write sections of the answers themselves or draw diagrams, this is acceptable and you should allow them to do this.
- If you have any concerns regarding the conduct of the exam, you should inform the chief invigilator at time of the exam so that these can be noted.
- You must not give factual help to the student or offer any suggestions.
- You should not advise the student regarding which questions to do, when to move on to the next question, or the order in which the questions should be answered.
- You should write down answers exactly as they are dictated. Students must be asked to provide spelling of specialist or technical terms.
- However, if requested, the scribe can give the spelling of a word which occurs on the question paper.
- You should draw or add maps, diagrams and graphs strictly in accordance with the student's instructions.
- You should write in any corrections if requested to do so by the student.
- You should ensure the student's details are filled in correctly. At the end of the exam, the invigilator will collect the exam scripts, and inform you when you can leave.

*Note: Scribe should not be enrolled/passed out student of NIEPMD-NBER or any RCI approved courses*