

SCHEME OF EXAMINATION
FOR CONDUCTING CERTIFICATE/ DIPLOMA LEVEL
COURSES IN SPECIAL EDUCATION & REHABILITATION
2012

APPROVED BY

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(This Scheme supersedes all previous Examination Schemes/ Guidelines)

**SCHEME OF EXAMINATION
FOR CONDUCTING CERTIFICATE / DIPLOMA LEVEL COURSES
IN
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Introduction

The Rehabilitation Council of India is responsible for standardization of curriculum and monitoring of standards of training courses. Regulating the training of the Rehabilitation Professional is also the prime function of the Council. Accordingly, the Council develops the courses, the period of study, skill training to be undertaken, the subjects of examination and the standards of proficiency to be obtained in any institution for grant of recognized rehabilitation qualifications.

Examinations, an established system of ensuring the quality of proficiency of any trained professional, were initially assigned to the National Institutes for the Hearing Handicapped, Mentally Handicapped and Visually Handicapped for bringing a uniform system of assessment of quality. The conduct of examinations has been regulated by the Scheme of Examination as also under the provisions made in the respective course syllabi. The Scheme of Examination has been revised from time to time and was last revised in 2008 to govern the examinations for the Diploma Courses.

Apart from the courses in the disability area of Mental Retardation, Hearing Impairment and Visual Impairment there were other courses at Diploma and Certificate level for which the responsibility to conduct examinations remained with the Institute itself. This led to not only variations in the examination practices adopted by the institutions but also caused difficulty in arriving at uniform assessment and evaluation practices. There was also ample scope for subjectivity in such evaluations. The Council, therefore, decided to establish an independent Examination Body and to create a system of centralized examination for the Certificate/Diploma level courses which did not come under the University System. An Examination Coordination Committee was constituted by the Council for this purpose.

It was decided that the Council with the approval of the Ministry of Social Justice and Empowerment will initially outsource the conduct of examinations to an independent outside agency till such time the examining body was established and the Council could take up the activity on its own.

Diploma and Certificate courses for which there was no centralized examination being conducted were to be taken over along with the courses in the area of Mental Retardation. Subsequently courses in Visual Impairment and Hearing Impairment have been taken over.

A. Need for Revision

The variations in the examination regulations and provisions in the respective course syllabi and the Schemes of Examination 2005, 2007 and 2008 gave rise to complications in the processing of the results. A wide variation was found in the examination regulations and the examination guidelines in the syllabi. This demanded that a uniform pattern of examination be arrived at along with common exam regulations to be developed for all the Diploma/Certificate level courses that are standardized by the Rehabilitation Council of India.

The Examination Coordination Committee deliberated upon the various issues that surfaced during the outsourced examination. Accordingly the following exam regulations are adopted for a uniform pattern of evaluation to govern the final examinations.

B. Conduct of Examination

B.1 Location of Examination Centre

The Examination Centre should be located at a reasonable distance from the training centre.

B.2. Medium of Examination

The question papers for Final Theory Examinations will be set in English & Hindi languages. Translated written/typed question papers only in respective regional language will be supplied to candidates. Translation in regional languages will be done, preferably by a subject expert, one hour before commencement of examination in the presence of Central Level Observer (CLO) and Examination Superintendent. It will be mandatory for the Centres to append the translated question papers while dispatching the answer papers to the Examining Body.

B.3. Appointment of personnel for conduct of Final Theory Examination

The Controller of Examination of the Examining University/outsourced Agency will appoint Examination Superintendents by name who will be responsible for carrying out the examinations at the examination centres as per the rules and regulations of examinations framed by the examining body. Examination Superintendent will appoint room Invigilators and examination attendants in the centres. Invigilators as far as possible may be appointed from the non-teaching staff or from other subjects in which the examination is being held.

During the practical examinations, internal examiner should also be present with the external examiner.

B.4. Composition of question papers

The question papers will be composed as per following weightage:

- | | | |
|------|---|-----|
| i) | Objective type questions : | 10% |
| ii) | Answer in one or two sentences :
(5 questions, all compulsory) | 20% |
| iii) | Short questions :
(4 questions out of 6) | 30% |
| iv) | Long questions :
(2 questions out of 4) | 40% |

B.5. Paper Setters

The paper setters/evaluators must be selected among the teaching faculty having minimum of 3 years of experience.

B.6. Appointment of Examiners

All training centers will permit their core faculties in each course to take up examination work and no one will refuse the examination work or refuse to go as examiner unless justified / medical grounds exist. The institutions must prepare its faculty and other staff members to go as examiners.

C. Examination Regulations

C.1 Minimum attendance

Following attendance will be compulsory for candidates to be eligible to appear in the final examination:

- i) Theory : 75%
- ii) Practical : 85%

5% relaxation in attendance can be allowed by the head of Institution for valid reasons.

Candidates must be informed about the status of attendance every two months. Examination forms of such candidates, who do not have the requisite attendance, should not be forwarded by the institution to the Examining body. Examination forms of candidates having requisite attendance should only be forwarded to the Examining body.

Centers will provide information regarding attendance of the candidates two months in advance to the examining body.

C.2 Internal Assessment

One internal theory and one practical examination for each theory and practical papers will be conducted during each semester. In case of annual system of exam, two internal theory and two practical examinations for each theory and practical examinations will be held. Students failing in the internal examinations will be allowed to appear in theory and practical internal exams to be conducted by respective Institution during the same academic year to be eligible to appear in the final examination. Else the candidate will have to repeat the Course.

If a student fails in the theory and practical examinations including in the re-examination conducted by the concerned institute during the same academic year, the student will have to repeat the course.

If a student fails in more than three papers, her/his internal marks will be carried forward for the successive attempts as permitted in the Scheme of Examination 2012.

C.3. Division

There will be a uniform pattern of division as under:

75% and above -	Distinction
60-74.9% -	First Division
50-59.9% -	Second Division
40-49.9% -	Pass class

No class shall be awarded in the 1st year Examination of the two year course. Class will be awarded on the basis of aggregate marks obtained by a candidate in 1st year and 2nd year Examination in theory and practical combined.

C.4. Grace Marks

For annual system a maximum of 10 grace marks can be given in a maximum of three papers with a maximum of 5 marks in a paper. If grace marks are given there is no need for re-totaling. No grace marks will be given in practical marks. Grace marks will be awarded for theory external marks only.

For semester exams, a maximum of 5 grace marks can be awarded to each semester with a maximum of 3 marks to a paper irrespective of number of papers. Grace marks can be awarded to all theory papers. Grace marks are awarded only for theory external marks. No grace marks will be given for practical marks.

C.5. Re - Totaling

Re - totaling of marks by the examination body will be done in routine for all examinations before declaration of results. However after declaration re-totaling is allowed on payment of Rs. 500/- for each paper

Provision will be made to show the papers to the candidates by the Examination Body on written request from the candidate on payment of Rs.500/- for each paper within one month from the declaration of results. No such request will be entertained after one month of declaration of the result.

C.6. Re-evaluation

There is no provision for re-evaluation. In exceptional cases, the decision for reevaluation can be taken by RCI.

C.7. Uniformity in Distribution of Internal/External Marks for Theory and Practical

A uniform pattern of distribution of internal and external marks will be adopted.

Theory will have 40% internal and external 60% marks.
Practical will have 60% internal and external 40% marks.

A candidate must obtain 40% pass marks in each Theory paper and 50% in each Practical paper separately in internal and external assessments.

C.8. Retention of Answer Books

The answer books will be retained by the Examining body for a period of six months from the date of declaration of results except for court cases which will be preserved till their decisions and in rechecking, which will be preserved for one year

C.9. (a) Provision of Re-appearance in the examination

Supplementary examination will be held along with the semester exams.

Supplementary examination will be held only for the theory papers. In a one year duration course, a candidate will be allowed three attempts in a span of three years from the date of admission. For the two years duration course, a candidate will be allowed three attempts from the date of admission over a span of five years. A candidate will have to seek re-admission to the course if s/he fails to successfully pass the course in the extended period and number of chances permitted.

If a candidate fails in internal or external theory or practical examinations, she/he will have to appear only for the failed component.

It is applicable for students appearing for less than three papers except for DISLI and DHAEMT for the year 2012-13 and 2013-14 or till such time the Scheme of Examination 2012 is amended.
In one year duration programme, if a student fails in more than three papers, the student will have to appear in all theory examination.

The student who has failed in more than three subjects (Theory papers) together of the 1st and 2nd Semester in the first year will have to appear for all the theory paper of the 1st and 2nd semester.

Failed candidates in practical exams are allowed to appear in the practical exams (availing maximum of 1 + 2 attempts) after a gap of one year with repetition of practical courses only.

Supplementary exams for candidates under semester system will be held along with the semester exams in the following semester exams, availing a maximum of 1 + 2 attempts.

Failed candidates will have to appear in the failed component only. If any student fails in external or internal examinations, the candidate will be required to appear in that component only. The examination fee will be collected at the same rate for internal or external components.

Candidates will be allowed 1 + 2 chances only for appearing in exams. For one year course, the chance to be availed within a span of 3 years and for two year course, the chance to be availed within a span of 5 years from the date of admission.

(b) Improvement of Marks

There will be no provision for improvement of marks.

C.10. Provision of guidelines for providing writers, extra time etc for examinees with Disabilities

Based on the medical certificate the guidelines of CBSE/State Government /UGC and NIOS for the students with disabilities, special provisions to be given in terms of scribes, computers, extra time, separate room and readers to student–trainees, may also be adopted for RCI approved courses. The institutions should inform the Examining body about the number of such candidate in advance.

C.11. Promotion from 1st year to 2nd year of two years course

Failed candidate can appear in the supplementary theory papers for the two years course. Candidate must pass in three theory papers in the first year to be allowed to go to the 2nd year.

Candidates must pass in three theory papers in the first year to be allowed to be promoted to the second year of a two year course. In one year course, minimum three papers have to be passed by the candidate to be eligible to appear in supplementary examination.

Promotion from 1st year to 2nd year is very clear in the Scheme of Examination 2012.

C.12. Punitive Action

Following punitive action will be taken against the examination centre in case of mass copying/malpractices:

- i) Examination (s) at the Examination Center will be cancelled.
- ii) Centre/Institute will be debarred to serve as an Examination Centre in future.
- iii) Invigilator (s), Examination Superintendent and CLO of the Examination Centre will be black listed for any future assignment.

A Committee will be constituted by the Council to investigate the matter of mass copying/malpractice and recommend necessary punitive action.

For unfair means by the candidates during examination, rules of the examining body will apply.

D. Award of Diploma

The results will be declared within two months after completion of examination.

Re-totaling of marks will be permitted within a period of one month only from the date of declaration of results. A fee of Rs.500/- per paper will be charged for re-totaling of marks.

Diploma/Certificate will be awarded to the successful candidates by the Examining Body within a period of one month from the date of declaration of results. The format of Diploma/Certificate will be jointly decided by RCI and examining body.

The name of the candidate must be written correctly while filling up the forms. For any change in the Diploma/Certificate, a fee of Rs.100/- will be charged.
