

GUIDELINES FOR GRANTING OF WRITER/EXTRA TIME TO THE DIFFERENTLY ABLED CANDIDATES

[AS APPROVED BY THE EXAMINATION COMMITTEE AT ITS 497TH MEETING HELD IN SEPTEMBER, 2012]

- I. GUIDELINES THAT MAY BE FOLLOWED IN RESPECT OF CANDIDATES WITH PERMANENT PHYSICAL/VISUAL NEUROLOGICAL DISABILITY OF 50% OR MORE IRRESPECTIVE OF WHETHER THE CANDIDATES CAN OR CAN NOT WRITE THE EXAMINATIONS THEMSELVES (e.g. CASES OF BLINDNESS/AMPUTATION OF UPPER LIMBS/CEREBRAL PALSY ETC.)

CONCESSION(S) ALLOWED:

- (a) Writer to be allowed.
- (b) Extra time of one and half an hour be permitted for Main Examination and one hour for each session in CPT

- I. GUIDELINES THAT MAY BE FOLLOWED IN RESPECT OF CANDIDATES WITH PERMANENT PHYSICAL/VISUAL NEUROLOGICAL DISABILITY OF LESS THAN 50% IRRESPECTIVE OF WHETHER THE CANDIDATES CAN OR CAN NOT WRITE THE EXAMINATIONS THEMSELVES (e.g. CASES OF BLINDNESS/AMPUTATION OF UPPER LIMBS/CEREBRAL PALSY ETC.)

CONCESSION(S) ALLOWED:

- (a) Writer to be allowed.
- (b) Extra time of one hour be permitted for main Examination and half an hour for each session in CPT

In case of writer's cramp, learning disability, hearing disability (dyslexia) and blood cancer involving blood transfusion, the concession allowed is extra time of one hour and/or writer for main examinations and half an hour and/or writer for Common Proficiency Test (CPT). In such cases the candidate has to submit the copy of concessions extended by other examination bodies, in earlier exams written by him/her, like 10th Standard or 12th Standard, graduation, etc. This concession will be extended subject to verification of documentary evidence including medical certificate. Cases of injuries or disablement of temporary nature such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. are not entitled for extending the facility of writer/extra time.

OTHER CONDITIONS:

1. The writer should have academic qualification lower than that of the candidate
2. Differently abled - physically and/or visually - candidates who are entitled to engage writer will be required to engage writer as per qualification as specified below:

Examination	Qualification of writer
CPT	10 th /Matriculation
Final/Intermediate [IPCE]	Under Graduate and neither registered students of CA/CWA/CS course nor passed Final examination and nor a member of the ICAI, ICWAI, and ICSI.
Post qualification course (meant for members of ICAI)	Graduate (other than in Commerce or Corporate Laws Stream) and neither registered students of CA/CWA/CS course nor passed Final examination and nor a member of the ICAI, ICWAI, and ICSI.

3. The writer should not be involved in the academic tutoring or preparation for the examination for which he is acting as writer.

4. Writer should be the same person for all the papers of an examination and in case there is a need to change the writer for the reasons beyond the control of the concerned examinee or the writer and a request in this behalf is made, change may be allowed. Such a change in writer will be permissible once during the course of an examination.
5. The Centre Superintendent shall have the authority not to allow a particular person to act as writer, if he is satisfied that such a person does not fulfill the criteria for being a writer.
6. While a candidate himself will arrange for a writer as per educational qualifications prescribed as above, the same shall be subject to the satisfaction of the Centre Superintendent. A certificate in proof of the educational qualification of the writer and declaration should be produced to the Centre Superintendent.
7. The Superintendent shall arrange a suitable room for differently abled Candidates.
8. For Differently abled - physically and/or visually-candidates who are eligible to get one hour extra time with writer facility, they will be provided a separate room for writing the examinations, preferably on the ground floor.
9. The expenses towards remuneration to the writer will have to be borne by the candidate concerned.

PROCEDURE TO BE ADOPTED FOR GRANT OF EXTRA TIME/WRITER'S HELP IN CASE A CANDIDATE APPLIES FOR THE FIRST TIME i.e. WHERE A CANDIDATE HAS NOT ALREADY BEEN ISSUED CONCESSION CARD ISSUED BY THE INSTITUTE

1.	Application in candidate's own hand writing. In respect of candidates, who cannot write, their representatives may write on behalf of the candidate (stating the relationship with him/her) and forward the application.
2.	Certified true copy of the certificate issued by Doctor of not less than the level of Civil Surgeon of Government Hospital to the effect that the disability is of permanent nature and specifying clearly the nature and extent of permanent disability.
3.	Certified true copies of the permission, if any, granted by the State Higher Secondary Board/University in candidate's 10+2 or degree examinations in which he/she had appeared.
4.	Attested (by a member of the Institute or by a Gazetted officer) full size (Post Card), latest photograph indicating name of the candidate on the photograph itself.
5.	Two copies of colour passport size photos (4.5x3.5 cm) taken within last 3 months, for concession card.
6.	Any other document in support of request for grant of the facility of a writer and/or extra time as aforementioned.

Please note, the application for issue of Permanent Concession Card should not be sent along with the examination application form. The handwritten application/request letter with enclosures as mentioned at 2 to 6 above may be sent separately to:

The Additional Secretary (Exams.)
 'ICAI BHAWAN'
 The Institute of Chartered Accountants of India
 Indraprastha Marg
 New Delhi - 110 002

On receipt of the above details/documents the office will issue a concession card which will be valid for a period of five years from the date of issue of such card or the candidate passing Final Examination whichever happens earlier. On expiry of such period the concession card will have to be returned to the Institute.