

**St. Xavier's College (Autonomous) Mumbai,**



**Inclusive Education Accommodation Intake Form 2017-18**

St. Xavier's College is committed to Inclusive Education for all students on campus. In order to ensure the best quality for all including students with disabilities, it is imperative for students with disabilities who seek to have any accommodations during their course of study to fill and submit the Accommodation Intake Form within the first 15 days from having secured admission (for new students) and the Accommodation Continuation Form within 15 days from the start of the new academic year (For Continuing students). The Intake/Continuation forms are filled for the complete academic year at the beginning of the year (for both semesters). In exceptional cases where an unaccounted need arises in the middle of the year, the student is to reach out for filling a continuation form at the beginning of the new semester within 15 days at the start of the semester. Please Note that no middle of the semester changes will be permitted.

In using these procedures and forms, it is important to keep in mind that we need to work together so that the quality of accommodations meets your disability-related needs. This is a joint responsibility between each student and the College. So please ensure that you start and complete this process on time and in case of any queries for filling the form contact us immediately. Any delays in not meeting the deadline to submit the form will be taken as the student not needing any accommodation. It should be kept in mind that in the event that the student has not filled the accommodation intake form, the college is then not mandated to provide any accommodation services. Please also note that the college strives to provide these services to the best extent possible. Hence there might be times where on account of various exigencies all the services may not be possible. Please bear with us.

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**Section 1: Basic Information**

**Name:**

**Year of Study:**

**Subjects of Study:**

**Email Id:**

**Contact No:**

**UID No (For Senior College: to be updated once received):**

**Roll No (For Junior College: to be updated once received):**

**Disability Type:** (Please tick the disability appropriate to you)

- Locomotor including Orthopedic Disability
- Leprosy Cured
- Cerebral Palsy
- Dwarfism
- Muscular dystrophy
- Acid Attack victims
- Blindness
- Low Vision
- Hearing impaired (deaf and hard of hearing)

- Speech and language disability
- Intellectual Disability/Slow Learners
- Specific learning disabilities
- Autism spectrum disorder
- Multiple disabilities including deaf-blindness
- Mental Illness
- Chronic neurological condition
- Multiple sclerosis
- Parkinson's disease
- Haemophilia
- Thalassemia
- Sickle cell disease

\*Please attach a copy of your disability certificate here

**Any other Medical condition that the College should know about? Please specify:**

## **Section 2: Current Status** (Please attach a separate sheet if the space below does not suffice)

### **1. State below the current examination accommodation used**

(List the accommodations taken for the last exam taken.)

### **2. State below the current study practices:**

1. Your preferred way of reading books and textual content: Braille/Large Font /Ink Print Books/Audio Books/E Books/Human Readers/simplified bulleted content/Any Other

2. Your preferred way of writing: Braille/Computer with screen readers/Computer with magnifiers/Regular pen and paper writing /large font writing/writing with magnification/dictating to someone

3. Your preferred way of studying content: Self-study/study in groups/study with a tutor for explanation

### **SECTION 3: ACCOMODATION REQUEST** (Please select from below the accommodations that you would like to have)

#### **I: Inclusive Examinations**

The Following Provisions are available for Examinations for students with disabilities as per the Government of Maharashtra GR dated 4<sup>th</sup> March 2017.

Following amenities/facilities are available to all the students with any of the 21 specified disabilities as per the Persons with Disabilities Act, 2016 at Higher Education/University level.

1. You will be allocated a separate room for examination.
2. Your papers will be stamped Student with Disability and will be kept separately for checking.
3. You will be given extra time of 20 minutes per hour for all types of examinations (internal, External, Practical).
4. For Students with disabilities who fail to clear, a concession of 3 per cent marks of the total marks in written, oral, practical, internal and project research tests for any one subject or divided for all subjects will be granted.(Senior College)
5. For Students with disabilities who fail to clear, a concession of 20 marks for a single subject or 20 marks divided totally amongst all subjects would be given to a student who fails his/her examinations.(11<sup>th</sup> and 12<sup>th</sup> Std)

In addition **please tick** which of the following provisions available to all students with the specified 21 disabilities you would like to seek:

- Use of a writer for your examinations.  
*(You need to submit a letter in the prescribed format available on the college website under the Inclusive Education tab. The said letter has to be filled and sanctioned by the Principal's office at least 10 days prior to the examination. The student has to carry a copy of the letter for the self and submit the original to the Examination Centre on the date of the examination. If there is a last minute change in the writer/scribe being used the student is permitted to make a physical change on the letter submitted to the examination centre on the date of the examination. **If the student fails to submit the said declaration form he/she will not be permitted to use the writer for the exam.***  
*In case of you not being able to locate a writer on your own you may contact the Resource Centre Coordinator at least three weeks prior to the examination to arrange for a writer. Even when the Resource Centre arranges for the writer, it will be your responsibility to complete the formalities of the writer declaration letter.)*
- In respect of the students who are unable to complete Physical Education for concession in these subjects, application with disability certificate should be made to the Principal as soon as the academic year begins.
- Marks for spelling, grammar, punctuation marks errors will not be deducted.

In addition to the above, **please tick** your disability specific provisions that are available to you. Please mark which of these would you like to avail of. The same are available under the following broad categories for each disability type

- A. Use of Devices/Tools/aids
- B. Written Examination Options
- C. Practical Examination Options
- D. Project & Assignment Options
- E. Alternative Exam and Evaluation Methods
- F. Alternatives for Visual Questions
- G. Infrastructure arrangements

## FOR BLIND AND PARTIALLY BLIND STUDENTS:

### A. Use of Devices/Tools/aids

- Use talking calculator at the time of examination. (Only for examinations where the sighted students are also permitted use of calculators)
- Partially blind students - use of sketch pen for writing answers and magnifier for reading question papers.
- Use of abacus/taylor frame/geometrical materials at the time of examination.

### B. Written Examination Options

Please opt for which of the following options would you like as your written examinations:

- Use of a Writer
- Use of a computer with a screen magnifier
- Use of a computer with a screen reader
- Use of tape recorder to record answers
- Taking the exam with Braille Question Papers and Answering in Braille.

### C. Practical Examination Options

Please opt for which of the following options would you like as an alternative for your practical examinations:

- Instead of practical, appear for oral/written examination having multiple option answers (based on practical).
- Conduct the practical with lab assistant and accessible equipment

### D. Project & Assignment Options

Please opt for which of the following options would you like as an alternative for your project based examinations:

- Instead of written examination based on project, oral examination be conducted.
- Permission to type journal and project work rather than handwrite the same

### E. Alternative Exam and Evaluation Methods

- Partially Blind students: Large font question paper. Please state the font size you want: 24/40/60
- If you have opted for doing the examination in Braille, please select if you would like to avail of the following provisions:
  - Have the essay type questions be only marked for key points and not on length of answer
  - No deduction of marks for Braille errors.

### F. Alternatives for Visual Questions

Please opt for which of the following options would you like as an alternative for visual questions:

- Concession for not drawing diagrams and maps and granting of proportionate marks for the same.
- Alternative questions instead of figures, diagrams, maps etc.
- You will prefer to answer the visual questions as is with the help of your writer
- You would prefer to answer the visual questions with help of tactile diagrams provided for the same and drawing on sewell line paper

## CONCESSIONS FOR STUDENTS WITH SPECIFIC LEARNING DISABILITIES

### A. Use of Devices/Tools/aids

- Use calculator at the time of examination.

### B. Written Examination Options

Please opt for which of the following options would you like as your written examinations:

- Use of a typewriter
- Use of computer
- Writing on own, but in case of tiredness use of college staff who can understand the language of the student as writer for the remainder of the paper.
- Use of an adult Writer
- Use of different type of pencil, pen, gripper

### C. Practical Examination Options

Please opt for which of the following options would you like as an alternative for your practical examinations:

- Instead of practical, appear for oral/written examination having multiple option answers (based on practical).
- Conduct the practical with lab assistant and accessible equipment

### D. Project & Assignment Options

Please opt for which of the following options would you like as an alternative for your project based examinations and evaluations:

- Instead of projects, appear for oral/written examination having multiple option answers (based on practical).
- Complete project as is
- Complete project with a writer

### E. Alternative Exam and Evaluation Methods

- Permission to do oral examinations instead of written examinations.
- Use of audio/video recorder for conducting oral examinations
- Permission to answer in form of key points rather than lengthy answers. Question can be answered in fewer words than expected number of words. Marks to be awarded based on whether information/answers are given in relation to the subject and award marks accordingly.

### F. Alternatives for Visual Questions

- Concession of not drawing diagrams, maps, charts etc. and proportionate marks be awarded to the student.

## STUDENTS WITH AUTISM SPECTRUM DISORDER

### A. Use of Devices/Tools/aids

- Use calculator at the time of examination.

### B. Written Examination Options

Please opt for which of the following options would you like as your written examinations:

- Use of a typewriter
- Use of computer

- Writing on own, but in case of tiredness use of college staff who can communicate with the student as writer for the remainder of the paper.
- Use of an adult Writer
- Use of different type of pencil, pen, gripper
- Use of a reader/prompter

### **C. Practical Examination Options**

Please opt for which of the following options would you like as an alternative for your practical examinations:

- Instead of practical, appear for oral/written examination having multiple option answers (based on practical).
- Conduct the practical with lab assistant and accessible equipment

### **D. Project & Assignment Options**

Please opt for which of the following options would you like as an alternative for your project based examinations and evaluations:

- Instead of projects, appear for oral/written examination having multiple option answers (based on practical).
- Complete project as is
- Complete project with a writer/prompter assistant

### **E. Alternative Exam and Evaluation Methods**

- Permission to have a person in whom the student has faith be allowed to remain present near the examination hall.
- Option of written examinations for oral evaluation.
- Permission to do oral examinations instead of written examinations.
- Use of audio/video recorder for conducting oral examinations
- Permission to answer in form of key points rather than lengthy answers. Marks to be awarded based on whether information/answers are given in relation to the subject and award marks accordingly.
- Permission to opt for alternative subject that can be handled instead of compulsory subjects (Science, Maths etc.) on seeking permission from the Principal.

### **F. Alternatives for Visual Questions**

- Concession of not drawing diagrams, maps, charts etc. and proportionate marks be awarded to the student.

### **G. Infrastructure arrangements**

- Requirement of suitable table and chair

## **STUDENTS WITH HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)**

### **B. Written Examination Options**

Please opt for which of the following options would you like as your written examinations

- Use of a reader/interpreter

### **E. Alternative Exam and Evaluation Methods**

- Permission to answer in form of key points rather than lengthy answers. Question can be answered in fewer words than expected number of words. Marks to be awarded based on whether information/answers are given in relation to the subject and award marks accordingly.

- Option of written examination instead of oral examination.
- Answering questions in the language of choice, (other than English for all subjects and barring language papers.  
Please state the specific language of choice if opting for this provision

### **CONCESSION FOR STUDENTS WITH SPEECH AND LANGUAGE DISABILITY**

#### **E. Alternative Exam and Evaluation Methods**

- Permission to answer in form of key points rather than lengthy answers. Question can be answered in fewer words than expected number of words. Marks to be awarded based on whether information/answers are given in relation to the subject and award marks accordingly.
- Permission to opt for alternative subject that can be handled instead of compulsory subjects (Science, Maths etc.) on seeking permission from the Principal.
- Permission to give written examination instead of oral examination.

#### **F. Alternatives for Visual Questions**

- Concession of not drawing diagrams, maps, charts etc. and proportionate marks be awarded to the student.

### **STUDENTS WITH LOCOMOTOR DISABILITY INCLUDING ORTHOPEDIC DISABILITY. MULTIPLE DISABILITIES AND CEREBRAL PALSY**

#### **B. Written Examination Options**

Please opt for which of the following options would you like as your written examinations:

- Use of a typewriter
- Voice synthesizer
- Use of computer
- Use of a Writer for full part of the exam
- Writing on own, but in case of tiredness use of college staff who can understand the language of the student as writer for the remainder of the paper.
- Use of Communication Board
- Use of different type of pencil, pen, gripper
- Use of Thicker paper for answer papers

#### **C. Practical Examination Options**

Please opt for which of the following options would you like as an alternative for your practical examinations:

- Instead of practical, appear for oral/written examination having multiple option answers (based on practical).
- Conduct the practical with lab assistant and accessible equipment

#### **F. Alternatives for Visual Questions**

- Concession for not drawing diagrams and maps and granting of proportionate marks for the same

#### **G. Infrastructure arrangements**

- Requirement of suitable table and chair for proper posture of the body

## FOR LEPROSY CURED STUDENTS

### B. Written Examination Options

Please opt for which of the following options would you like as your written examinations Examinations:

- Use of a typewriter
- Use of different type of pencil, pen, gripper
- Use of computer
- Use of a Writer

### G. Infrastructure arrangements

- Requirement of suitable table and chair for proper posture of the body

## DWARFISM

### B. Written Examination Options

Please opt for which of the following options would you like as your written examinations:

- Use of a writer.
- Permission be granted for getting a reader/interpreter

### G. Infrastructure arrangements

- Requirement of suitable table and chair for proper posture of the body

## INTELLECTUAL DISABILITY-MENTALLY CHALLENGED/SLOW LEARNERS

### A. Use of Devices/Tools/aids

- Use calculator at the time of examination.

### B. Written Examination Options

Please opt for which of the following options would you like as your written examinations

- Use of a typewriter
- Writing on own, but in case of tiredness use of college staff who can understand the language of the student as writer for the remainder of the paper.
- Use of computer
- Use of an adult Writer
- Use of different type of pencil, pen, gripper

### C. Practical Examination Options

Please opt for which of the following options would you like as an alternative for your practical examinations

- Instead of practical, appear for oral/written examination having multiple option answers (based on practical).
- Conduct the practical with lab assistant and accessible equipment

### F. Alternatives for Visual Questions

- Concession for not drawing diagrams and maps and granting of proportionate marks for the same.



## **MENTAL ILLNESS**

### **E. Alternative Exam and Evaluation Methods**

- Permission to do oral examinations instead of written examinations.
- Use of audio/video recorder for conducting oral examinations
- Request for special supervisor to attend to any behavioural concerns at time of examination.

## **STUDENTS WITH MUSCULAR DYSTROPHY/MULTIPLE SCLEROSIS/CHRONIC NEUROLOGICAL CONDITIONS**

### **E. Alternative Exam and Evaluation Methods**

- Permission to do oral examinations instead of written examinations.
- Use of audio/video recorder for conducting oral examinations

## **STUDENTS WITH THALASSEMIA/HAEMOPHILIA/SICKLE CELL ANAEMIA**

### **B. Written Examination Options**

Please opt for which of the following options would you like as your written examinations:

- Use of Typewriter
- Use of different type of pencil, pen, gripper
- Use of Writer (based on requirement only)
- Use of Computer

### **E. Alternative Exam and Evaluation Methods**

- Permission to have a person in whom the student has faith be allowed to remain present near the examination hall.

## **PARKINSON'S DISEASE**

### **E. Alternative Exam and Evaluation Methods**

- When there are essay type questions, instead of seeing whether lengthy reply is given, attention be paid to key points. In this regard it is essential that colleges should enter into correspondence with concerned University.
- Permission to do written examinations instead of oral examinations.

### **F. Alternatives for Visual Questions**

- Concession of not drawing diagrams, maps, charts etc. and proportionate marks be awarded to the student.

## **ACID ATTACK VICTIMS**

### **B. Written Examination Options**

Please opt for which of the following options would you like as your written examinations

- Use of Typewriter
- Use of different type of pencil, pen, gripper
- Use of Computer
- Use of Writer (based on requirement only)

### **G. Infrastructure arrangements**

- Requirement of suitable table and chair for proper posture of the body

## SECTION II NOTE TAKING AND IN CLASS ASSISTANCE OPTIONS

Please select which of the following provisions you would like to avail of:

- I would like to record the classroom lecture and make my own notes from the recordings
- I would like to take Assistive Technology tools to class to take notes (Laptops, tablets etc)
- I would like to have a note taker assigned to me in class for taking notes and aiding me for reading blackboard content or assisting me to follow things in class.
- I would like to have a lab assistant assigned to me in lab work classes for aiding me and to follow things in lab work classes.
- I would like to have the permission to bring my sign language interpreter to class
- I would like to have permission to bring my personal note taker to class (Only offered to special cases on approval from principal)

## SECTION III: ACCESSIBLE CONTENT SERVICES

Please state which of the following formats would you like content to be made available for you\*:

- E copy
- Audio Files
- Easy to Read Content
- Tactile Diagrams of Images

(\*These resources will be made available to the maximum extent possible.)

## SECTION IV: TEACHING LEARNING SUPPORT

Please select which of these teaching support options you would like:

- I would like to have a student teaching assistant assigned to me for out of class reinforcement and learning
- I would like to have a Special Educator assigned to me for out of class reinforcement and learning (This facility is dependent on availability.)

## SECTION V: ACCESSIBLE INFRASTRUCTURE SERVICES

Please select which of these provisions you would like:

- I would want my classroom to be relocated to the ground/first floor (available only for students with orthopedic disabilities)
- I would want access to the lift (Available only for students with orthopedic disabilities)

**ANY OTHER: PLEASE SPECIFY BELOW IF THERE IS ANY OTHER REQUEST THAT YOU HAVE:**

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