

St. Xavier's College (Autonomous) Mumbai,



Declaration by the Candidate and Scribe/Writer

I the undersigned _____, Roll No _____ UID No _____, appearing for exam in the subject of (write the course Code) _____ on _____ am using a Writer/Scribe to appear for this exam.

My Scribe/Writer Name:

Scribe/Writer's Educational Qualification:

We hereby declare that we both are aware of rules and regulations for the fair examinations and agree that any malpractice will result in a severe action for both the candidate appearing for the examination as also the writer/scribe involved. The scribe/writer has been given instructions for ensuring a smooth examination process.

Signature of the Scribe

Signature of the Candidate

Approved By

Signature of Principal, St. Xavier's College

INSTRUCTIONS FOR EFFECTIVE EXAMINATIONS (USING WRITERS/SCRIBES)

1. Please carry a valid ID card on you at all times during the examination, preferably issued by your educational institution.
2. Please be punctual with timings. Best would be to arrive at least 15 minutes before the examination.
3. Write in legible handwriting
4. On every answer sheet or supplement, write the required details of the student based on what is asked within the answer booklet.
5. Always put in the correct question number to indicate the question that is being answered. Eg: while answering question no. 4, mention that it is question 4 and not any other number.
6. Read the question number followed by the question and then the number of marks allotted to the question.
7. At times, you may also need to re-read the question for the benefit of the student. Check with the student if they want you to re read.
8. Write the answer in the same manner / words that the student tells you to.
9. In case you are not sure or do not know of the spelling of a word, you need to ask the student to spell it for you.
10. Even if you know the student's answers are wrong, do not correct it. Write it the same way as the student tells you to. If you provide any hints with regards the right answer, you will be subject to disciplinary action by the authorities as that would be an examination malpractice.
11. Tie the supplements with the main sheet in the correct order and tie it securely.
12. You have to write with a good speed as most papers are lengthy.
13. Only if possible, practice with the student before so that there is co-ordination and speed can be checked for.
14. In case of subjects like Economics where there are bar diagrams, it is very important for you to follow the precise instructions given by the student.
15. If you haven't understood or heard well enough, ask the student to repeat what has been said.
16. You are not permitted to leave till the paper has been completed and duly handed over to the supervisor.
17. You cannot complain to the student to give you short answers to write. Your duty is to complete the paper as per the student's requirement.
18. If at any point in the examination, you feel coaxed / pressured by the student to help him or her in correcting his answers or any other malpractice, inform the authorities immediately.
19. Use of cell phones and other such devices during the examination is prohibited.
20. Kindly get a pen in either black or blue ink that you are comfortable with for the examination.