



# **INSTITUTE OF AERONAUTICAL ENGINEERING**

**(Autonomous)**

Dundigal, Hyderabad – 500 043

## **POLICY DOCUMENT FOR DIVYANGJAN (PEOPLE OF DISABILITES)**

Institute of Aeronautical Engineering (IARE) believes that the physical disabilities should not be a bar or barrier for learning technical education wherever possible, it has bounds of encouraging participation of students irrespective of their physical disabilities at the entry level. Institute promotes education and assists to differently-abled students including creating employment opportunities.

### **SCRIBE**

Scribing services are defined as the physical act of writing or recording answers on behalf of students who are unable to do so. This service is a testing accommodation that must be pre-approved.

### **PROVISIONS FOR EXAMINATIONS FOR DIFFERENTLY ABLED**

**The following provisions are applicable to both temporarily and permanently disabled persons.**

**Scriber for Examination:** Scribes are allowing for those students who are in need while writing exams. Controller of Examinations shall allow the student on the recommendations of Principal to grant extra time to disabled candidates for answering papers at examinations.

In the case of students who are eligible for availing the services of the scribes the Principal shall authorize to appoint scribes according to the following conditions.

1. The Scribe shall not be an employee of the institute where the examination is conducted.
2. Scribe shall not be a relative of the student who is appearing for the examination
3. The educational qualifications of the scribe shall be less than those of student.
4. To the extent possible, the scribe should have previous experience in transcribing the information given by the students.
5. A proforma with declaration in the format given by institute shall be obtained from the scribe.
6. The scribe must have the ability to produce legible text.

### **GENERAL INFORMATION**

Before the examination, the scribe will review the scribe guidelines and procedures with the student in preparation for the examination. The student using this accommodation or modification will be tested in a quiet room apart from other students to avoid interruption while writing the exam. The guiding principle in scribing is only to assist the student in accessing the exam and responding to it. The purpose of scribing is neither to penalize the student nor to enhance the student's constructed response.

#### **The Scribe shall not:**

- Correct what the student dictates.
- Alert the student to mistakes during examination
- Prompt the student in any way that would result in a better response or essay.
- Influence the student's response in any way

### **PROVISION OF AMENITIES FOR DIFFERENTLY ABLED**

**Institute shall ensure that following amenities for DIVYANG students:**

1. **Ramp/Rail:** The Institute shall provide barrier free environment in important places buildings for

differently-able students. Ramp / Rail shall be sited at the mainentrance and exit of the building, where any disabled student can easily identify and access. The ramp shall be wide enough that a wheelchair user can use without any problem.

2. **Jaws Talking Screen Reader:** JAWS (Job Access with Speech) converts your computer into a talking computer. It reads out all the matter that is on the computer's screen through your computer's speakers/ headphones, thus enabling a visually challenged person to use the computer independently and work on all MS Windows applications.
3. **Pearl and Open Book:** OpenBook converts printed documents or graphic-based text into an electronic text format on your PC, using high-quality speech and the latest optical character recognition (OCR) technology. OpenBook is innovative software designed to enhance success for people who are blind or have low vision who need access to printed and electronic materials. OpenBook and the PEARL document camera create a complete scanning and reading system.
4. **Accessible Toilets:** The Toilets shall be wide enough for free movement of differently abled students. The floor surface shall be made of anti skill material. Separate toilet shall be made available for people with different abilities.
5. **Lift facility:** Exclusive lifts shall be provided so as to ensure that a physically challenged individual shall be able to move around other common areas. A lift shall be provided nearby the staircase of the building.