

1. GUIDELINES AND PROCEDURE TO BE FOLLOWED FOR GRANT OF WRITER/COMPENSATORY TIME TO DIFFERENTLY ABLED - PHYSICALLY AND/OR VISUALLY - CANDIDATES

[AS APPROVED LAST BY THE EXAMINATION COMMITTEE AT ITS 512TH MEETING]

1. 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) Compensatory time of one and half an hour be permitted for Main Examination and one hour for each session in CPT
2. II. 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) Compensatory time of one hour be permitted for main Examination and half an hour for each session in CPT
3. In case of writer's cramp, learning disability, hearing disability (dyslexia) and blood cancer involving blood transfusion, the concession allowed is compensatory 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 a copy of concession 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 (i.e disability) 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 availing the facility of writer/compensatory time.

4. Detailed guidelines/procedures pertaining to engagement of writer for those who are eligible to engage a writer:

- a. Differently abled - physically and/or visually - candidates who are eligible to engage writer will be required to engage writer as per qualification as specified below:

Examination	Qualification of writer
CPT	10 th class/Matriculation passed.
Final/Intermediate [IPC]	Under Graduate students. (Neither registered students of CA/CWA/CS course nor passed Final examination and nor a member of the ICAI, ICWAI and ICSI are eligible to be a writer).

Post qualification course (meant for members of ICAI)	Graduate (other than in Commerce or Law, including Corporate Laws Stream). (Neither registered students of CA/CWA/CS course nor passed Final examination and nor a member of the ICAI, ICWAI, and ICSI are eligible to be a writer).
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- b. No one associated in any manner with academic tutoring and preparation of examinations for CA, CWA, CS, M.B.A, B.E. and LLB programmes be involved as a writer.
- c. The examinees who have been issued with a Permanent Concession Card/permission letter providing the facility of writer should send an application to the Examination Department of the Institute stating that he/she wishes to avail the facility of writer in the examination together with details such as name, registration number, group opted, medium opted, centre/zone opted, etc. immediately after submission of application form for admission to examination, which should reach the office not later than 10th October/10th April of the year in which November/May examinations are held respectively.
- d. The Institute will maintain a panel of writers in select cities, to begin with - Delhi, Mumbai, Chennai, Kolkata, Kanpur, Jaipur, Ahmedabad, Pune, Bangalore, Hyderabad, Chandigarh, Bhubaneswar, Guwahati, Indore and Ludhiana. The places in respect of which the above panel is maintained will be updated from time to time and hosted on the website of the Institute [www.icaai.org]. An examinee who has opted for an examination centre in these cities, can avail a writer from the said panel. Hence, examinees are advised to visit the website in their own interest for regular updates.
- e. At all other places where examination centres are set up, or where the number of empanelled writers at the above given places falls short of the requirement, the concerned examinees will be required to arrange writer at their own end, subject to the compliance with the related requirements.
- f. While there shall be no restriction on change of writer, such a change shall be allowed on making an application by the concerned examinee to the Centre Superintendent and subject to compliance with related requirements. In such a case the Centre Superintendent will hand over a copy of the guidelines in force to the differently abled candidate and the writer.
- g. It shall be incumbent upon the candidate and/or the writer engaged by him/her at his/her own end and/or provided to him/her from out of the above Panel to submit in advance to the Centre Superintendent a related 'Declaration' with regard to the qualification etc. of the Writer.

Such a 'Declaration' shall be required to be submitted in respect of the writer first engaged/provided as well as for the writer(s) subsequently permitted by the Centre Superintendent. If the declaration so submitted is incorrect/false, ICAI is empowered to take any action it deems fit in such a case.

Certified copies of the educational qualification of the writer (other than drawn from the panel of the Institute) should be submitted to the centre superintendent together with the declaration.

- h. The writer [irrespective of whether provided from out of the aforesaid Panel and/or engaged by the concerned examinee at his/her own end] will be paid Rs. 500/- (Rupees five hundred only) per paper/two sessions of Common Proficiency Test (CPT) by the Institute subject to submission of a related bill by the writer, duly counter-signed by the concerned examinee as well as by the Centre Superintendent. Such a bill be submitted to the Centre superintendent on the same day of the examination who will, in turn, forward the same to the Institute, after the conclusion of

the examinations.

- i. Where, on a related application received, an examinee is provided with the writer from out of the aforesaid Panel, he/she may, if so desired, meet the said writer well in advance before the commencement of the examinations to familiarize themselves with each other and do satisfy about the ability of the writer to write in the examination. However, where an examinee arranges a writer at his/her own end, he shall be required to provide a copy of these guidelines to the said writer with a view that the latter is well conversant with the related requirements.
 - j. The writer's task is to only to write the examinations as per directions of the examinee, verbatim, and that the writer shall not paraphrase, translate, add emphasis, embellish the written text in any way, or engage in any type of communication with the examinee concerning the interpretation of question paper content. In other words, the writer shall only transcribe what is dictated to him by the examinee.
 - k. Any violation of these guidelines will tantamount to attempt to/resort to unfair means, and thus result in initiation of disciplinary action, which may include withholding of or the cancellation of the result or debarring from appearing in examinations or cancellation of registration/articles.
 - l. 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.
 5. The Superintendent shall arrange a suitable room for differently abled Candidates. For Differently abled - physically and/or visually-candidates who are eligible to get one hour compensatory time with writer facility, they will be provided a separate room for writing the examinations, preferably on the ground floor.
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