



CBSE/COORD/112233/2018

26th September, 2018

CIRCULAR

Sub: Exemptions/Concessions extended to Persons with Benchmark Disabilities for Class X & XII Examinations conducted by the CBSE and Standard Operating Procedure

CBSE being sensitive to the needs of disabled students is extending several exemptions/concessions to candidates with disabilities as defined in The Rights of Persons with Disabilities Act- 2016 and Guidelines for conducting written examination for persons with benchmark disabilities 2018 issued by Ministry of Social Justice and Empowerment as per Office Memorandum dated 29th August, 2018.

It was observed that neither the schools nor the students are aware about these exemptions and are also not following correct way of seeking available exemptions during their course of studies and examinations. It was therefore decided to update and compile all exemptions/concessions so that stakeholders are aware about the same and are included.

Please find herewith consolidated exemptions/concessions alongwith Standard Operation Procedures for seeking exemptions.

Now, these changes will supersede all earlier Circulars. These exemptions/concessions will be applicable for the 2019 examination onwards.

(Dr. Sanyam Bhardwaj)
Controller of Examinations

**INSTRUCTIONS/EXEMPTIONS/CONCESSIONS EXTENDED BY THE CBSE DURING
SECONDARY (CLASS X) & SENIOR SCHOOL CERTIFICATE (CLASS XII)
EXAMINATIONS FOR DISABLED CANDIDATES**

**A. EXEMPTIONS/ CONCESSIONS RULES APPLICABLE FOR BOTH CLASS X & XII
BOARD EXAM**

S.No.	Concessions	Illustration
1.	Issuing Authority of Medical Certificate	<p>The medical certificate issued by the following agencies/organizations will be considered for granting concessions to Disabled candidates:</p> <ul style="list-style-type: none"> i) Disability Certificate(s) issued by Government hospitals controlled by either the Central or State Governments from the Chief Medical Officer/Civil Surgeon /Medical Superintendent. ii) Disability Certificate(s) issued by Recognized institutes of national level viz National Association for the Blind, Spastic Society of India etc; and iii) Disability Certificate(s) issued by Non-governmental Organizations/practitioners registered with Rehabilitation Council of India/Central Government/State Government of the Respective State. iv) The disability certificate issued by the competent authority at any place shall be accepted. v) The proforma of the certificate regarding physical limitation for an examinee to write is annexed at Annexure-I.
2.	Facility of Scribe and compensatory time	<ul style="list-style-type: none"> i) Candidates with disabilities as defined in The Rights of Persons With Disabilities Act 2016 are permitted to use a Scribe or allowed Compensatory time as given below or both : <ul style="list-style-type: none"> For paper of 3 hours duration 60 minutes For paper of 2½ hours duration 50 minutes For paper of 2 hours duration 40 minutes For paper of 1½ hours duration 30 minutes ii) For Categories of disabilities for which scribe/reader/writer/adult prompter is permissible please refer to the Annexure-III
3.	Appointment of Scribe and related instructions*	<ul style="list-style-type: none"> i) The candidate shall have the discretion of opting for his own scribe/reader or request the examination centre for the same. ii) In case Scribe/ Reader is provided by Examination Centre, the qualification of Scribe should not be more than the minimum Qualification criteria of the examination. iii) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own Scribe/Reader should submit the detail of the

		<p>own scribe/Reader should submit the details of own scribe as per performa at appendix-II.</p> <p>iv) Candidate shall also have the option of meeting the scribe two days before the examination.</p> <p>v) Candidates will be allowed to change of the Scribe/Reader in case of emergency. The candidate shall also be allowed to take more than one scribe/reader for writing different papers specially for languages. However, there can be only one scribe per subject.</p> <p>vi) Centre Superintendent of the examination centre concerned shall forward to the concerned Regional Officer of the Board, a report giving full particulars of the candidate and of the scribe.</p> <p>vii) Suitable room shall be arranged for the candidate for whom a scribe is allowed and a separate Assistant Superintendent shall be appointed by the Centre Superintendent to supervise his/her examination.</p> <p>viii) Services of Scribe shall be provided free of cost</p> <p>ix) The Scribe shall be paid remuneration by the Centre Superintendent as per norms of CBSE.</p>
4.	Other General instructions/ facilities	<p>i) To facilitate easy access, a few selected schools are made examination centers for special students.</p> <p>ii) Teachers from schools for visually impaired are appointed as Assistant Superintendent(s) (Invigilators) at the special examination centers for visually handicapped. However, precaution is taken to appoint different subject teachers on different days.</p> <p>iii) Answer books of disabled candidates are sent separately by the Centre Superintendents</p> <p>iv) A separate column is provided on the title page of the answer book for indicating the category of disability.</p> <p>v) Use of calculator is not permitted in any of the examinations conducted by the Board</p> <p>vi) Portable video magnifier is also allowed to Visually Impaired candidate.</p> <p>vii) For Categories of disabilities for which Computer is permissible please refer to the Annexure-III.</p> <p>viii) Computer will be allowed as per the actual need and skills of the students with disabilities duly supported by certificate issued by registered medical practitioners / qualified psychological consultants recommending use of Computer facility for writing the examination citing the ground on which recommendation for use of computer has been made. Such permission shall be subject</p>

		<p>to the followings:-</p> <p>(a) Use of computer shall be limited to only for typing answers, for viewing the questions in the enlarged font size, for listening the question items. Concerned candidate shall bring his / her own computer or laptop duly formatted and the Centre Superintendent shall allow such candidate after an inspection by the Computer teacher and the same teacher may do the monitoring of the use of the computer. Centre Superintendent may compensate for the loss of time if any and record the same.</p> <p>(b) The computer / laptop brought by the candidate will not have any internet connection so as to maintain the sanctity of the examination.</p> <p>(c) The candidate shall use the computer / laptop for the purpose for which permission has been taken.</p> <p>(d) Such requests along with specific recommendation by the competent medical authority / qualified psychological consultants, shall be sent to the concerned CBSE Regional Office.</p> <p>(e) Responsibility for use of computer shall lie on the candidate and Board shall not be liable for any consequences arising out of any mis-happening on account of use of computer.</p> <p>ix) Provision of Reader to read the question paper in case student with disability does not want scribe facility, will be allowed but the Role of Such Person will Be Limited To Reading of Question Paper. Request for such permission will be made by the candidate through principal with specific recommendation by the registered medical practitioners / authorized psychologist. Such cases will be referred to the CBSE RO by the school principal and permission will be accorded on case to case basis based on merit. Such candidates will not be allowed to use scribe facility.</p> <p>x) For Categories of disabilities for which relaxation in attendance is permissible please refer to the Annexure - III. Relaxation in attendance upto 50% may be considered for candidates with disability who are unable to attend the school for prescribed days. Such recommendations with attendance details</p>
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		must come from the Principal of the school of the candidate alongwith supporting certificate from the registered medical practitioners / authorized psychologist.
5.	Fee	Registration and Examination fee (IX,X,XI,XII) will not be charged from visually impaired candidates as referred to in the Annexure-III.

B. SPECIFIC EXEMPTIONS/CONCESSIONS

I. CLASS X

S. No.	Subject	Exemptions/Concessions
1.	Exemption from third language	Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2016 will be exempted from third language.
2.	Flexibility in choosing subjects	<p>(a) Candidates with disabilities as defined in The Rights of Persons with Disabilities Act 2016 have the option of studying one compulsory language as against two. This language should be in consonance with the overall spirit of the Three Language Formula prescribed by the Board. Besides one language any four from amongst the following groups can be offered:</p> <p><u>Group 1</u> <i>Mathematics, Science, Social Science, another language, Music, Painting, Home Science, Elements of Business, Elements of Book Keeping and Accountancy, Computer Applications</i></p> <p><u>Group 2</u> <i>Skill Subjects for Regular Candidates Only (except Automobile Technology):</i></p> <p>Retail, Information Technology, Security, Introduction to Financial Markets, Introduction to Tourism, Beauty & Wellness, Agriculture, Food Production, Front Office Operations, Banking & Insurance, Marketing & Sales, Health Care Services, Apparel, Media, Multi Skill Foundation Course</p> <p>Note: Information Technology from Group 2 cannot be offered if subject – “Computer Applications” from Group 1 is opted.</p> <p>(b) Bonafide residents of Delhi appearing as Private candidate as per provisions of Examination Byelaws cannot take subjects having Practical Component at Secondary level. However, candidates with disabilities as defined in the Examination Bye-laws have the option of taking up Music, Painting, Home Science as the subjects of study.</p> <p>(c) Physio-therapeutic exercises are considered as equivalent to Health and Physical Education course of the Board.</p>
3.	Alternate questions/ Separate Question	<p>i) Alternative type questions are provided in lieu of questions having visual inputs for disabled candidates in the subjects of English Communicative and Social Science.</p> <p>ii) Separate question papers with enlarged font size are provided in the subjects of Mathematics and Science.</p> <p>Note: For Categories of disabilities for which alternate question paper/enlarged font size question paper is permissible please refer to the Annexure</p>

II. CLASS XII

S.No.	Subject	Exemptions/Concessions
1.	Flexibility in Choosing subjects.	Bonafide residents of Delhi appearing as Private candidate as per provisions of Examination Byelaws cannot take subjects having Practical Component. However, candidates with disabilities as defined in the Examination Bye-laws have the option of taking Music, Painting, Home Science as the subjects of study.
2.	Separate question paper and questions in lieu of practical component	<p>(a) Disabled candidates are given separate question papers containing Multiple choice questions based on Practical component in lieu of practicals in the subjects of Physics, Chemistry and Biology</p> <p>(b) Question papers administered in the subjects of Physics, Chemistry, Mathematics and Biology are without any visual input</p> <p>(c) Alternative type questions are provided in lieu of questions having visual inputs in the subjects of History, Geography and Economics</p> <p>Note: For Categories of disabilities for which separate question paper is permissible please refer to the Annexure-III</p>

Students studying in schools affiliated to the Board and desirous of availing the exemptions/concessions should approach the concerned Regional Office of CBSE through the Head of their Institution preferably while in Class IX and/or XI. The request should be supported by relevant medical certificate and recommendation from the Head of the School/Institution. Only those students would be considered for grant of exemption/concession in whose respect relevant category has been entered during registration in Class IX and/or XI.

Advisory to schools as per the Guidelines of Inclusive Education of Children with Disabilities (IECD):

- a. Ensure that no child with special needs is denied admission in Mainstream Education
- b. Monitor enrolment of disabled children in schools
- c. Schools to provide support through assistive devices and the availability of trained teachers
- d. Modify the existing physical infrastructure and teaching methodologies to meet the needs of all children including Children with Special Needs
- e. Ensure that the school premises are made disabled friendly by 2020 and all educational institutions including hostels, libraries, laboratories and buildings have barrier free access for the disabled

- f. Ensure availability of Study material for the disabled and Talking Text Books, Reading Machines and computers with speech software
- g. Ensure adequate number of sign language interpreters, transcription services and a loop induction system for the students with Speech Language disability
- h. Revisit classroom organization required for the education of Children With Special Needs
- i. Ensure regular in-service training of teachers in inclusive education at the elementary and secondary level.

CBSE has 10 Regional Offices which deal with matters of different states. Contact number, jurisdiction and address of Regional Offices is available on the website of CBSE i.e. www.cbse.nic.in. CBSE has also a Helpline 1800-11-8002 which is functional on all working days from 9 AM -5.30 PM.



CONTROLLER OF EXAMINATIONS

STANDARD OPERATING PROCEDURE FOR AVAILING EXEMPTIONS

- STEP I: Parents should go through the consolidated instructions issued by CBSE.
- STEP II: Parents get the child examined by the Competent Medical Authority and obtain requisite Medical Certificate of Disability.
- STEP III: For availing any exemption, parents will have to make a request to school along with copy of certificate of disability. The draft application is annexed at **Annexure-IV**. School will acknowledge the request made by the candidate.
- STEP IV: School will forward the request to concerned Regional Office of the Board within 07 days of its receipt alongwith specific recommendation. In case of rejection by the school, the same should also be sent to Board along with reasons of such rejection.
- STEP V: Regional Office will examine the request in accordance with the rules of the Board. In case of rejection, reasons for the same will be intimated.
- STEP VI: The last date for seeking applicable exemptions will be same as that of last date for submission of list of candidates.

ANNEXURE-I

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO
WRITE**

(SUGGESTIVE)

This is to certify that, I have examined Mr/Ms/Mrs _____
(name of the candidate with disability), a person with _____
(nature and percentage of disability as mentioned in the certificate of
disability) S/o/D/o _____ a student of
_____(School name & address) and to state that
he/she has physical limitation which hampers his/her writing capabilities owing to
his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate of disability should be given by a specialist of the relevant stream/disability
(eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic
specialist/PMR).

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____, a student of
_____(name of the school),
S/o _____ bearing Roll No. _____ at
_____(name fo the centre) My qualification is
_____.

I do hereby state that _____(name of the scribe)
will provide the service of scribe/reader for the undersigned for taking the aforesaid
examination.

I do hereby undertake that his qualficaiton is _____. In
case, subsequently it is found that his qualification is not as declared by the
undersigned and is beyound my qualification, I shall forfeit my right and claims
relating to this examination.

(Signature of the candidate with Disability)

Place:

Date:

2. VISUAL IMPAIRMENT

Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	Scribe and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided as happens in case of visual impairment.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations	Question Paper in large font
1	2	3	4	5	6	7	8	9	10	11	12
Blindness	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	-
Low Vision	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

3. SPEECH LANGUAGE DISABILITY

Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	Scribe/Reader and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided as happens in case of visual impairment.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations	Question Paper in large font
1	2	3	4	5	6	7	8	9	10	11	12
Speech Language Disability	Yes	Yes	Yes	-	Yes	Yes	--	Yes	Yes	--	--

4. INTELLECTUAL DISABILITY

Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance (on request)	Exemption in studying second language	Examination through computers	Reader / adult prompter*/Scribe and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided as happens in case of visual impairment.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations	Question Paper in large font
1	2	3	4	5	6	7	8	9	10	11	12
Specific Learning Disabilities	Yes	Yes	Yes	-	Yes	Yes	--	--	Yes	--	--
Autism spectrum disorder	Yes	Yes	Yes	-	*Yes	Yes	--	--	Yes	--	--

5. MENTAL BEHAVIOR, NEUROLOGICAL/BLOOD DISORDER, MULTIPLE DISABILITIES

Disability-wise Exemptions to Disabled students in Board's Examinations	Flexibility In choosing subjects	Relaxation of attendance if request is made	Exemption in studying second language	Examination through computers	Reader / adult prompter/Scribe and compensatory time	Examination room on ground floor	In the subjects where practical are involved, theory paper of the same marks can be provided as happens in case of visual impairment.	Permitting assistive devices during exam (with doctor's advice)	Options of skill based subjects	Waiving off registration fees for IX/X & XI/XII Examinations	Question Paper in large font
1	2	3	4	5	6	7	8	9	10	11	12
Mental Behavior	Yes	Yes	Yes	Yes	Yes	Yes	--	--	Yes	--	--
Disability caused due to - Chronic neurological conditions-Blood disorder	Yes	Yes	Yes	Yes	Yes	Yes	--	--	Yes	--	--
Multiple Disabilities	Yes	Yes	Yes	Yes	Yes	Yes	---	---	Yes	---	---

THE SCHEDULE

[See clause (zc) of section 2]

SPECIFIED DISABILITY

1. Physical disability.—

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment—

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,—

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.

4. Disability caused due to—

(a) chronic neurological conditions, such as—

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated

tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

DR. G. NARAYANARAJU,
Secretary to the Govt. of India.