SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
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SARVAJANIK UNIVERSITY

GUIDELINES FOR STUDENT EXAMINATION SUPPORT REQUESTS

(Applicable for Writer/Scribe, Extra Time, Special Seating, and Other Support Provisions)

Purpose

These guidelines are framed to ensure uniform implementation of examination support provisions such as Writer/Scribe, Extra Time, and Special Seating Arrangements for students who are temporarily or permanently unable to write examinations due to medical, physical, or other valid reasons, as per Sarvajanik University norms. These guidelines are applicable to all students of constituent and affiliated institutes of Sarvajanik University appearing for University examinations

Eligibility

A student shall be eligible to apply for examination support if any of the following conditions are met:

1. **Medical Disability or Temporary Injury** — supported by a valid medical certificate from a government or recognized medical practitioner.
2. **Permanent Physical Disability** — supported by a certificate issued by a competent authority.
3. **Special Learning or Writing Difficulty** — supported by a psychologist or medical professional, wherever applicable.
4. **Other Valid Grounds** — as deemed appropriate by the University Examination Department.

Type of Support Available

Support Type	Description
Writer / Scribe	A person permitted to write answers on behalf of the student under supervision.
Extra Time	Additional time (normally 20–30 minutes per hour) may be granted as per medical advice and University norms.
Special Seating Arrangement	Provision of a separate room or seating location to ensure convenience and fairness.
Other Support	Any additional facility recommended and approved by the University

Procedure for Application

1. The student shall fill the **Student Examination Support Request Form (SESRF-001)** completely and attach relevant supporting documents (medical certificate, Hall Ticket, ID proof, etc.).
2. The form shall be verified and recommended by the **Principal/Director/Dean** of the concerned institute.
3. The recommended form, along with all enclosures, must be forwarded to the **University Examination Department** at least **5 working days before** the commencement of the examination.
4. The University shall review the application and issue written approval (or rejection) through the Registrar's Office.
5. The approved support shall be applicable **only for the specific examination session** mentioned in the approval.

Guidelines for Appointment of Writer / Scribe

1. The proposed writer/scribe shall be **a student from a lower academic level** than the applicant.
2. The scribe must not be enrolled in the same or higher semester/course as the applicant.
3. The scribe's details must be clearly mentioned in the form and verified by the Principal/Director/Dean.
4. A copy of the scribe's **student ID card** must be attached.
5. The institute shall ensure that the scribe writes only as per the candidate's dictation and does not assist in any unfair means.
6. The use of the same scribe for multiple students is not permitted.

Role of the Institute

- Verify authenticity of all submitted documents and details.
- Provide suitable seating and supervision arrangements.
- Maintain a record of approved supports and submit a summary report to the University after each examination session.

Role of the University

- Scrutinize and approve/reject applications in a fair and timely manner.
- Maintain a central database of all approved examination supports.
- Ensure compliance during squad or examination audits.

Validity

The approval is valid **only for the examination session** for which it is granted.
A fresh application must be submitted for each subsequent examination session.

Disqualification

Any false information, misuse of support provisions, or malpractice by the student or scribe shall result in:

- Immediate cancellation of examination support, and
- Disciplinary action as per University norms.

All approved forms and supporting documents shall be archived by the institute and university.

Contact

For clarification or queries, contact:
Examination Department, Sarvajanik University
Udhna–Magdalla Road, Surat – 395001
Email:-exam@sarvajanikuniversity.ac.in

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STUDENT EXAMINATION SUPPORT REQUEST FORM (SCRF-004)

(ALL THE DETAIL MUST BE FILL IN CAPITAL LETTER)

1. Student Details

Field	Information
Enrollment No.	
Student Full Name	
Institute Name	
Department	
Course / Programme	
Year of Admission	
Current Semester	
Mobile Number	
Email ID	

2. Type of Support Requested

Support Type	Tick (✓)	Dates/ Timing/ Duration / Remarks
Writer / Scribe		
Extra Time		
Seating Arrangement		
Any Other (Specify):		

3. Proposed Writer / Scribe Details (Current Academic status)

Name	
Course / Programme	
Semester / Year	
Institute / College	
Contact Number	
Relation with student	

Name	
Signature of Writer / Scribe	

4. Medical / Supporting Certificate Details

Issued By (Doctor / Hospital / Competent Authority)	
Nature of Disability / Injury / Condition	
Validity Period (From – To)	
Supporting Document Attached	☐ Yes ☐ No

5. Declaration by Student

I hereby declare that the information provided above is true to the best of my knowledge. I understand that the approval of examination support is subject to verification and university norms.

Signature of Student: _____   **Date:** _____

6. Institute Recommendation

Recommended / Not Recommended
Remarks (if any): _____

Signature of Principal / Dean / Director: _____

Institute Seal: _____

Office Use

7. University Approval

Authority	Decision	Remarks / Stamp / Signature	Date
COE, Sarvajanik University	☐ Approved ☐ Not Approved		
Registrar, Sarvajanik University	☐ Approved ☐ Not Approved		

Note:

- Approval is valid only for the specific examination session mentioned.
- Institute shall ensure supervision and compliance with University examination norms.
- Incomplete forms will not be processed.

SCRF-004