

**SCHEME OF EXAMINATION
FOR CONDUCTING CERTIFICATE / DIPLOMA LEVEL COURSES
IN SPECIAL EDUCATION & REHABILITATION**

2008

Approved by
Rehabilitation Council of India
New Delhi

(This Scheme supersedes all the previous examination schemes / guidelines)

Introduction

The Rehabilitation Council of India is responsible for standardization of curriculum and monitoring of standards of training courses. Regulating the training of the Rehabilitation Professional is also the prime function of the Council. Accordingly, the Council develop the courses, the period of study, skill training to be undertaken, the subjects of examination and the standards of proficiency to be obtained in any institution for grant of recognized rehabilitation qualifications.

Examinations, an established system of ensuring the quality of proficiency of any trained professional, were initially assigned to the National Institutes for the Hearing Handicapped, Mentally Handicapped and Visually Handicapped for bringing a uniform system of assessment of quality.

The conduct of examinations has been regulated by the Scheme of Examination as also under the provisions made in the respective course syllabi. The Scheme of Examination has been revised from time to time and was last revised in 2005 and 2007 to govern the examinations for the Diploma Courses.

Apart from the courses in the disability area of Mental Retardation, Hearing Impairment and Visual Impairment there were other courses at Diploma and Certificate level for which the responsibility to conduct examinations remained with the Institute itself. This led to not only variations in the examination practices adopted by the institutions but also caused difficulty in arriving at uniform assessment and evaluation practices. There was also ample scope for subjectivity in such evaluations. The Council, therefore, decided to establish an independent Examination Body and to create a system of centralized examination for the Certificate/Diploma level courses which did not come under the University System. An Examination Coordination Committee was constituted by the Council for this purpose.

It was decided that the Council with the approval of the Ministry of Social Justice and Empowerment will initially outsource the conduct of examinations to an independent outside agency till such time the examining body was established and the Council could take up the activity on its own.

Diploma and Certificate courses for which there was no centralized examination being conducted were to be taken over along with the courses in the area of Mental Retardation. Subsequently courses in Visual Impairment and Hearing Impairment have been taken over. The examinations for the year 2005- 06 onwards have been outsourced to Manipal Academy for Higher Education (now called Manipal University, Manipal).

A. Need for Revision

The variations in the examination regulations and provisions in the respective course syllabi and the Scheme of Examination 2005 & 2007 gave rise to complications in the processing of the results. A wide variation was found in the exam regulations and the examination guidelines in the syllabi. This demanded that a uniform pattern of examination be arrived at along with common exam regulations to be developed for all the Diploma/Certificate level courses that are standardized by the Rehabilitation Council of India.

The Examination Coordination Committee deliberated upon the various issues that surfaced during the outsourced examination. Accordingly the following exam regulations are adopted for a uniform pattern of evaluation to govern the final examinations:

B. Conduct of Examination

B.1. Medium of Examination

The question papers for Final Theory Examinations will be set in English & Hindi languages and oral/verbal translation in regional language will be done on request thirty minutes before the actual commencement of the examination in the presence of the CLO as and when necessary. The subject expert is expected to do the translation. It will be mandatory for the Centres to append the translated question papers while dispatching the answer papers to the Examining Body.

B.2. Appointment of personnel for conduct of Final Theory Examination

The Controller of Examination will appoint Examination Superintendents who will be responsible for carrying out the examinations at the examination centres as per the rules and regulations of examinations framed by the examining body. Examination Superintendent will appoint room Invigilators and examination attendants in the centres. Invigilators as far as possible may be appointed from the non-teaching faculty.

During the practical examinations, internal examiner should also be present with the external examiner.

B.3. Composition of question papers

The question papers will be composed as per specific provisions decided in the respective syllabi.

B.4. Shortage in attendance to be informed to candidates well in advance

Centers will provide information regarding attendance of the candidates two months in advance, shortage of attendance to be intimated to the Centers which will in turn inform the candidates and necessary steps will be taken to achieve the minimum prescribed attendance.

B.5. Paper Setters

Specific guidelines must be given to paper setters and paper evaluators who have experience in the field.

External examiners for the practical need to be well oriented in newly introduced practical papers.

B.6. Refusal of Examiners

All training centers will permit their core faculties in each course to take up examination work and no one will refuse the examination work or refuse to go as examiner unless justified / medical grounds exist. The institutions must prepare its faculty and other staff members to go as examiners. If study center is not able to identify qualified examiners, they should intimate to RCI about their inability in advance.

C. Examination Regulations

C.1 Minimum attendance: - Minimum attendance as prescribed in the course curriculum is required to be eligible to appear in the examination. The candidature of the candidate can be withdrawn by the institute even after obtaining the hall ticket if the candidate does not comply with the regulation of minimum attendance.

C.2 Internal Assessment: - One internal theory and practical examination for all theory and practical papers will be conducted during each semester. In case of annual system of exam, two internal theory and practical exams for all theory and practical exams will be held. Students failing in the internal exams will be allowed to appear in supplementary internal exams to be conducted by respective training centre.

C.3 Division: - there will be a uniform pattern of division as under:

75% and above	-	Distinction
60-74.9%	-	First Division
50-59.9%	-	Second Division
40-49.9%	-	Pass class

No class shall be awarded in the 1st year Examination. Class will be awarded on the basis of aggregate marks obtained by a candidate in 1st year and 2nd year Examination in theory and practicals combined.

C.4. Grace Marks

A maximum of 10 grace marks be given in three papers with a maximum of 5 marks to a subject. If grace marks are given there is no need for re-totalling. There will be no grace marks in practical examination. For semester exams, a maximum of 5 grace marks can be awarded for each semester with a maximum of 3 marks to a subject irrespective of number of papers. Grace marks can be awarded to all theory papers. Grace marks are awarded only for theory external marks.

Re-totalling of marks by the examination body will be done in routine for all examinations. The examination body should inform the candidate that re-totalling has been done. Provision should be made to show the paper to the candidate by the Examination Body on written request from the candidate on payment of Rs. 100/- .

C.5. Re-evaluation

Review provision at the time of evaluation is recommended as an integral part of evaluation. The reviewer will check low and high ranking answer scripts. Provision for re-examination and re-evaluation in exceptional cases can be made with the power to take a decision vesting with the Controller of Examination. The role of Moderator will be in defining the exceptional cases and recommending re-evaluation / re-examination.

C.6. Uniformity in Distribution of Internal/External Marks for Theory and Practical

A uniform pattern of distribution of internal and external marks will be adopted.

Theory will have 40% internal and external 60% marks.

Practical will have 60% internal and external 40% marks.

A candidate must obtain 40% pass marks in each Theory paper and 50% in each Practical paper separately in internal and external assessments.

C.7. (a) Provision of Re-appearance in the examination

The supplementary examination will be held in the month of December each year along with semester examinations. The failed candidates of a Centre which is not an examination Centre for December examination will be allotted a suitable nearby examination Centre.

Supplementary exams will be held only for the theory papers. In a one year duration course a candidate will be allowed three attempts in a span of three years from the date of admission. For the two years duration course, a candidate will be allowed three attempts from the date of admission over a span of five years. A candidate will have to seek re-admission to the course if s/he fails to successfully pass the course in the extended period and number of chances permitted.

If a candidate fails in internal or external theory or practical examinations, she/he will have to appear only for the failed component.

Failed candidates in practical exams are allowed to appear in the practical exams (availing maximum of 3 attempts) after a gap of one year with repetition of practical courses only.

Supplementary exams for candidates under semester system will be held along with the semester exams in the following semester exams, availing a maximum of 3 attempts.

Failed candidates will have to appear in the failed component only. If any student fails in external or internal examinations, the candidate will be required to appear in that component only. The examination fee to be collected at the same rate for internal or external component.

(b) Number of Chances for Improvement of scores

There will be no provision for improvement in scores.

C.8. Provision of guidelines for providing writers, extra time etc for examinees with disabilities

The guidelines of CBSE/State Government /UGC can be adopted. Based on the medical certification a scribe can be given. Provision to provide extra time can be made.

The special provision given by NIOS for disabled students in terms of scribes, computers, extra time, separate room and readers to student–trainees of RCI courses may also be adopted. The examination centres must be informed in advance.

C.9. Promotion from 1st year to 2nd year of two years course

Failed candidate can appear in the supplementary theory papers for the two years course. Candidate must pass in three theory papers in the first year to be allowed to go to the 2nd year.

Candidate is not allowed to go to 2nd year if he/she has not passed 3 theory papers. Even a candidate passes the required 3 theory papers in the supplementary examinations, he/she will not be permitted to appear for the 2nd year final examinations of that academic year.

C.10. Punitive Action

Punitive action will be taken against those institutes/examination centres and candidates found indulging in malpractices during the conduct of examinations.

C.11. Uniform pattern of question papers

A uniform pattern of question papers will be followed for all the courses comprising objective, short and long answer type questions. A copy of guidelines for uniform pattern of exams can be had from the Manipal University.

D. Award of Diploma

A Diploma Certificate shall be awarded to the candidates after successful completion of the Course.

Provisional Passing Certificate to successful candidates will be issued by the Examining body upon declaration of results.

The examining body will send diploma /certificate to the respective centres for documentation purposes and for certification while applying for RCI registration.

The name of the candidate must be written correctly while filling up the forms. For any change, a fees of Rs.100/- will be charged.
