



SCHEME OF EXAMINATION (2016)
CERTIFICATE /DIPLOMA LEVEL COURSES
IN SPECIAL EDUCATION & DISABILITY REHABILITATION

APPROVED BY

National Board of Examination in Rehabilitation (NBER)

(An Adjunct Body of Rehabilitation Council of India)

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(This Scheme supersedes all previous Examination Schemes/Guidelines)

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Introduction

The Rehabilitation Council of India (RCI) is responsible for standardization of curriculum and monitoring of standards of training programmes. Regulating the training of the Rehabilitation Professional /Personnel is also the prime function of the Council. Accordingly, the Council develops the programmes and its period of study for which skill training to be undertaken, the subjects of examination and the standards of proficiency to be obtained in any institution for grant of approved 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 courses/diploma level programmes syllabi. The Scheme of Examination has been revised from time to time and was last revised in 2012 to govern the examinations for the Certificate & Diploma Programmes.

Apart from the programmes in the disability area of Mental Retardation, Hearing Impairment and Visual Impairment, there were other Programmes 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 Programmes which did not come under the University System. An Examination Coordination Committee was constituted by the Council for this purpose.

The National Board of Examination in Rehabilitation (NBER) has been created as a registered Society under Society Registration Act 1860 and given effect/ commissioned as an Adjunct Body of RCI vide Gazette Notification dated 8th June, 2014 "Rehabilitation Council of India(Conduct of Examinations, Qualifications of Examiners and the condition of Admission to Examinations) Regulations, 2014" . NBER has been primarily mandated with the task of conducting examinations and other allied activities for diploma/certificate level courses/ programmes in the field of Special Education & Disability Rehabilitation as approved by RCI vide Regulation No. 5

of the aforesaid regulations. The NBER has been established to conduct centralized examination for all Certificate and Diploma level Programmes.

A. Need for Revision

The variations in the examination regulations and provisions in the respective courses/ programmes syllabi and the Schemes of Examination 2005, 2007, 2008 and 2012 gave rise to complications in the processing of the results. Wide variations were found in the examination regulations and the examination guidelines in the syllabi. This demanded that a uniform pattern of examination be arrived at along with common examination regulations to be developed for all the Diploma/Certificate level Programmes that are standardized by the Rehabilitation Council of India.

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

B. Conduct of Examination

(i) All semester/year end examinations shall be conducted by the respective examining bodies on behalf of National Board of Examination in Rehabilitation, (NBER), Rehabilitation Council of India till further order.

(ii) The schedule of examination shall be notified by the Examining Body/Controller of Examinations of NBER at least fifteen (15) days prior to the first day of the commencement of semester end examinations and 30 days prior for yearend examinations.

B.1. Location of Examination Centre

The Examination Centre/Study Centre should be located at a reasonable distance from the training centre. The Examination Centre shall preferably be an institute of State or Centre Government such as Kendriya Vidyalaya, Sainik School, Govt. Schools/Govt. College except National Institutes and Composite Regional Centres. In case of non-availability of such institutions, option for respective RCI approved institution may be considered with prior approval of NBER. All centres which had complaints in the previous years shall not be considered as examination centres.

B.2. Medium of Examination

The question papers for Final Theory Examinations will be set in English & Hindi languages. Translated written/typed question papers only in respective regional language will be supplied to students. Translation in regional languages will be done, preferably by a subject expert, one hour before the commencement of examination in the presence of Central Level Observer (CLO) and Examination Superintendent. It will be mandatory for the Centres to append the translated question papers while dispatching the answer papers to the NBER/ Examining Body.

B.3. Appointment of personnel for conduct of Final Theory Examination

The Controller of Examination of the NBER/Examining Body will appoint Centre/Examination Superintendents by name who will be responsible for carrying out the examinations at the examination institutions as per the rules and regulations of examinations framed by the examining body/ NBER. Centre/Examination Superintendent will appoint room Invigilators and Examination Attendants in the Examination Centre. Invigilators as far as possible may be appointed from the non-teaching staff or from other subjects in whom the examination is not being held. During the practical examinations, internal examiner should also be present with the external examiner.

B.4. Composition of question papers

The question papers will be composed as per following weight age point/percentage:

- | | | |
|------|--|-----|
| i) | Objective type questions: | 20% |
| ii) | Answer in one or two sentences:
(5 questions, all compulsory) | 20% |
| iii) | Short questions:
(4 questions out of 6) | 30% |
| iv) | Long questions:
(2 questions out of 4) | 30% |

B.5. Paper Setters/ Evaluators

The paper setters/evaluators/ moderators must be selected among the teaching faculty having minimum 5 years of experience. For eligibility of faculty, syllabus of respective course/ programme should be referred. The selection of paper setters, moderators and evaluators shall be done by the respective examining body in consultation with NBER.

B.6. Appointment of Examiners

All training institutions will permit their core faculties to take up examination work and no one will refuse the examination work unless justified / medical grounds exist. Institutions must orient its core faculty and other staff members to go as examiners for this purpose.

B.7. Examination Fee

The Controller of Examination (CoE) of NBER/ Examining Body shall notify the examination fee payable by the students for various examinations as per the approved fee of NBER. A student who has not paid the prescribed fees before the due date of commencement of examination shall not be eligible to appear in the examination.

B.8. Enrolment No.

Students who have been allotted with enrolment number by NBER/ the Examining Body only would be eligible to apply for examination. Allotment of Enrolment Number by NBER/Examining Body should be finalized in 1st Quarter of the academic year.

C. Examination Regulations

C.1 Minimum attendance

Following attendance will be compulsory for students to be eligible to appear in the final examination:

- i) Theory : 75%
- ii) Practical : 75%

5% relaxation in attendance can be allowed by the head of Institution for valid reasons. Students must be informed about the status of attendance every two months through a Notice or Circular. The students should be informed in writing about attendance. The training centre would certify the completion of all the practical assignments of the students for them to be eligible for appearing in the examination. Examination forms of such students, who do not have the requisite attendance, should not be forwarded by the institution to the Examining body. Institutions would provide information regarding attendance of the students two months in advance to the respective examining body.

Both theory and practical examinations for semester as well as annual system of examination would be conducted as per the RCI approved syllabus of the courses/ programmes.

C.2 Conditions for completion of a course

Obtaining a minimum of 40% marks **in each Theory paper/subject** (including the semester/year-end examination and the teacher's continuous evaluation or internal and external assessment) shall be essential for passing the paper/subject and earning its assigned credits. In case a student has more than 40% in each paper/subject, but less than 50% overall in a year he/she shall re-appear in paper/subject where the marks are less than 50% to achieve the required aggregate percentage of 50% in the subtotal of assigned programme credits.

A candidate, who secures less than 40% of marks in a paper, shall be deemed to have failed in that paper. The candidate shall be allowed to reappear in semester/year-end examination of the paper in subsequent year(s) when the paper/ subject is offered or special examination if held by the Examination Body, subject to maximum permissible chances during the period of (n+2) years where 'n' means the academic session/year in which the candidate was enrolled. The internal marks in such cases shall not change.

As per RCI Circular 7-128/RCI/2015 dt. 03.07.2015, students will be allowed 1 + 2 chances only for appearing in examinations and for completion of one year course/ programme, the chance to be availed within a span of 2 years and course/ programme of two years & two and a half years programmes, the chance to be availed within a span of 3 years from the date of admission.

C.3 Internal Assessment

One internal theory and one practical examination for each theory and practical papers will be conducted during each semester. In case of annual system of exam, two internal theory and two internal practical examinations for each theory and practical examinations will be held. Students failed in the internal examinations (minimum one theory or one practical paper) will be allowed to appear in internal theory and practical examinations to be conducted by respective institution during the same academic year to be eligible to appear in the final examination else the candidate will have to repeat the courses/ programmes.

The concerned institution is authorized to conduct re-examination during the same academic year for the students who have failed in internal theory and practical examinations.

C. 4 External Assessment

All theory and practical papers will be assessed as per guidelines of RCI approved syllabus. If a student fails in more than three papers (theory & or practical), her/his internal marks will be carried forward for the successive attempts in external examination as permitted in the Scheme of Examination 2016.

C.5. Division

There will be a uniform pattern of division mentioned as under:

75% and above -	Distinction
60-74.9% -	First Division
50-59.9% -	Second Division
Below 50%-	Fail

No class shall be awarded in the 1st year Examination of the two years courses/ programmes. Division will be awarded on the basis of aggregate marks obtained by a student in 1st year and 2nd year Examination in theory and practical combined.

C.6. Grace Marks

A student shall be eligible for grace marks for clearing one or more subjects / papers aggregate to maximum of 10 marks. Grace marks are awarded only for theory external marks for the first attempts only.

For annual system, a maximum of 10 grace marks can be given in a maximum of three theory papers with a maximum of 5 marks in a paper. If grace marks are given, there is no need for re-totalling. No grace marks will be given in practical papers.

For semester exams, a maximum of 5 grace marks can be awarded to each semester with a maximum of 3 marks to a paper irrespective of number of papers.

C.7 Re-totalling

Re-totalling of marks by the examination body will be done in routine for all examinations before declaration of results. However, after declaration re-totalling is allowed on payment of Rs. 500/- for each paper within fifteen days from the date of the declaration of the result.

C.8. Re-evaluation

A student may apply, within fifteen days from the date of the declaration of the result, for re-evaluation of the examination script(s) of a specific paper(s) on the payment of fees of Rs.1000/-per paper. Provision will be made to show the papers to the students by the Examination Body on written request from the student on payment of Rs.500/- for each paper within fifteen days from the declaration of result.

All the provisions for re-evaluation must be completed within fifteen days from the date of the declaration of the result.

C.9. Uniformity in Distribution of Internal/External Marks for Theory and Practical examination

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 as well as external assessments.

C.10. Retention of Answer Books

The answer books will be retained by the Examining body for a period of six months from the date of declaration of results except for court cases which will be preserved till their decisions are taken and in rechecking, which will be preserved for one year.

C.11. (a) Provision of Re-appearance in the examination

Supplementary exams for students under semester system will be held along with the semester exams in the following semester examinations, availing a maximum of 1 + 2 attempts. A candidate can re-appear in the failed component for theory papers either along the examination held during that academic semester/session or supplementary examination held for the said theory paper as per number of permitted chances.

Failed students in practical exams are allowed to reappear in the practical exams as per the number of chances permitted (availing maximum of 1 + 2 attempts) within the prescribed time period during semester/year end examinations.

A student re-admitted after having failed in first year/ semester can attend next semester/year classes and pass the papers in which has failed within the number of chances and time period permitted.

Supplementary examination will be held only for the theory papers. A candidate will have to seek re-admission to the courses/ programmes if s/he fails to successfully pass the courses/ programmes in the extended period and availing the number of permitted chances.

If a candidate fails/ is absent in external theory or practical examinations, she/he will have to appear only for the failed component. The examination fee will be collected at the same rate for internal or external components. It is applicable for students appearing for less than three papers except for DHAREMT for the year 2012-13 and 2013-14 or till such time the Scheme of Examination 2012 is amended.

In one year duration programme, if a student fails in more than three theory papers, the student will have to appear in all theory examinations (except for DHAREMT course/ programme).

Student who has failed in more than three subjects (Theory papers) together of the 1st and 2nd Semester in the first year will have to reappear for all the theory papers of the 1st and 2nd semester(2 year duration programme of semester system).

As above, similar conditions would apply for two & two and a half years programmes, applicable for semester as well as yearly programmes.

(b) Improvement of Marks

There will be no provision for improvement of marks.

C.12. Provision of guidelines for providing writers, extra time etc. for examinees with disabilities

Provision shall be made as per Office Memorandum of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment (F.No. 16-110/2003-DD.III dated 26/02/2013). The institutions must inform NBER/ the Examining Body about the number of such students in advance.

C.13. Promotion from 1st year to 2nd year of two years courses/ programmes

Students must pass in three theory papers in the first year (1st and 2nd Semester) to be allowed to be promoted to the second year of two years and or two and a half years courses/ programmes. In one year courses/ programmes, minimum three papers have to be passed by the candidate to be eligible to appear in supplementary examination (except for DHAEMT course/ programme).Failed candidate in first year can attend classes in the second year and appear in the supplementary theory papers for the semester / year end programmes.

The following attendance will be compulsory for students to be eligible for appearing in the supplementary examination:

Theory-	80%
Practical-	80%

C.14. Punitive Action

Following punitive action will be taken against the examination centre/officials/students in case of found indulged in mass copying or any kind of malpractices:

- i) Examination (s) at the Examination Centre will be cancelled.
- ii) Centre/Institute will be debarred to serve as an Examination Centre in future.
- (iii) Invigilator (s), Examination /Centre Superintendent and CLO of the Examination Centre will be blacklisted for any future assignment.
- (iv) Students found using unfair means during examination, will be expelled and debarred for appearing in Examination for next two years.
- (v) A Committee will be constituted by Examining Body / Council to investigate the matter of mass copying/malpractice and recommend necessary punitive action.

If the malpractice/ mass copying is confirmed by the Inquiry Committee, the training centre shall be debarred to offer any RCI approved course/ programmes for next five years.

C.15 Monitoring

Flying squad to be deputed by NBER during the examination on receipt of schedule of the examination along with details of examination centres two weeks before the commencement of the examination.

D. Award of Diploma / Certificate

Results will be declared within two months after completion of examination. Diploma/Certificate will be awarded to the successful students by the NBER/ Examining Body preferably within a period of one month from the date of declaration of results.

Name of the candidate must be written correctly while filling up the forms. For any change in the Diploma/ Certificate, a fee of Rs.250 be charged in the form of demand draft in favour of **Rehabilitation Council of India Exam Account**, payable at New Delhi.
