



SCHEME OF EXAMINATION (2018)

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

Rehabilitation Council of India (RCI) is responsible for standardization of curriculum and monitoring of standards of training programmes. Regulating the training of Rehabilitation Professionals/Personnel is also one of the prime functions of the Council. Accordingly, the RCI develops the programmes and its period of study for which skill training to be undertaken, subject of examinations and standards of proficiency to be obtained from any institution in respect of approved rehabilitation qualifications.

Examinations, an established system for ensuring the quality of proficiency of any trained professional, were initially assigned to the AYJNISHD, NILD, NIEPID, NIEPMD and NIEPVD for bringing a uniform system of assessment of quality. Later on, the responsibility of NIEPID, Secunderabad was given to NIEPMD, Chennai. The conduct of examinations is being regulated by the Scheme of Examination and also under the provisions made in the respective syllabi of diploma level programmes. The Scheme of Examination has been revised from time to time and was last revised in 2016 to govern the examinations for the Certificate & Diploma programmes.

Apart from the programmes in the disability area i.e. Intellectual Disabilities, Hearing Impairment and Visual Impairment, there were other Diploma and Certificate level programmes 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 to create a system of centralized examination for the Certificate/Diploma level Programmes which did not come under the University. Accordingly, the National Board of Examination in Rehabilitation (NBER) has been created as a registered Society under Society Registration Act, 1860 and given status 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 established with a mandate to conduct centralized examination for all Certificate and Diploma level Programmes of RCI in the field of Special Education & Disability Rehabilitation vide Regulation No. 5 of the aforesaid regulations. Accordingly, an Examination Coordination Committee (ECC) was also constituted by the Council for this purpose.

A. Need for Revision

Based on the feedback received from the stake holders and examining bodies, scheme of examination 2005, 2007, 2008, 2012 and 2016 have been revised from time to time in order to incorporate the relevant suggestions obtained and to maintain uniformity in examination system in respect of all Certificate/ Diploma level programmes. This scheme of examination provides uniform pattern of examination along with common examination regulations developed for all the Diploma/Certificate level programmes 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. Year Activities Calendar

In order to adhere the time schedule for admission to the courses, conduct of the examination and declaration of result, it is required to prepare an almanac by the NBER before the commencement of the academic session and to be uploaded on the Council's website in public domain.

B.1 Enrolment of Candidates

Enrolment of candidates to a particular course shall be done by the respective examining bodies solely based on the authenticated data provided by the NBER (RCI). Verification of data and documents; and confirmation of admission will be done by examining bodies. Students who have been allotted enrolment number would only be eligible for examination.

B.2 Conduct of Examination

(a.) All semester/year end examinations shall be conducted by the respective examining bodies on behalf of National Board of Examination in Rehabilitation - RCI till further order.

(b.) The schedule of examination shall be notified by the examining bodies at least thirty (30) days prior to the commencement of examination.

B.3 Location of Examination Centre

B.3.1 The Examination Centre should be located at a reasonable distance from the training institute. The following institute will be considered for examination centre:

- (i) Institute of State or Centre Government such as Kendriya Vidyalaya, Govt. Schools/Govt. College

- (ii) National Institutes of DEPwD
- (iii) Composite Regional Centres of DEPwD
- (iv) Private reputed colleges and educational institutes other than RCI approved Training Institute conducting similar kind of courses

B.3.2 All centres which had complaints in the previous years shall not be considered as examination centres. Home centre will not be considered under any circumstance.

B.4 Medium of Examination

The question papers for Final Theory Examinations will be set in English, Hindi & vernacular 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 by the examining body and sent thirty minutes before the commencement of examination in the presence of the Central Level Observer (CLO) and Examination Superintendent. It will be mandatory for the Centres to attach the translated question papers while dispatching the answer papers to the NBER/Examining Body.

B.5 Appointment of personnel to conduct Final Theory Examination

B.5.1 The NBER/Examining Body will appoint Centre/Examination Superintendents & CLOs by name who will be responsible for smooth conduct of the examinations at the examination centres as per the rules and regulations of examinations framed by NBER.

B.5.2 The Centre/ Examination Superintendent will appoint Room Invigilators and Examination Attendants in the Examination Centre. Room Invigilators preferably may be appointed amongst the non-teaching staff or from other subjects in which the examination is not being held. During the practical examinations, internal examiner should also be present with the external examiner.

The CLOs should be appointed preferably from the neighbouring State by the NBER.

B.6 Composition of question papers

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

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|------|--|-----|
| 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.7 Paper Setters/ Evaluators

The paper setters/evaluators/ moderators must be selected amongst the teaching faculty having minimum 5 years of teaching experience in the respective field. Selection of paper setters, moderators and evaluators shall be done by the respective examining body in consultation with NBER.

B.8 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 undertake the responsibility of examiners for this purpose.

B.9 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.

C. Examination Regulations

C.1 Minimum attendance

C.1.1 Minimum 75% attendance each in theory and practical classes from the date of commencement of the course/ instructional days will be compulsory for students to be eligible to appear in the final Theory and Practical examination.

C.1.2 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 training institute would certify the completion of all the 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 well in advance to the respective examining body.

C.1.3 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

C.2.1 The following percentage of marks is required to be obtained for successful completion of a course:

- i. Minimum 40% marks in internal examinations. (each theory)
- ii. Minimum 40% marks in external examinations. (each theory)
- iii. Minimum 50% marks in internal examinations. (each practical)
- iv. Minimum 50% marks in external examinations. (each practical)
- v. Minimum 50% marks overall aggregate of all theory and practical papers
- vi. Overall aggregate below 50% marks will receive options for reappearing in all papers below 40%

C.2.2 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.

C.2.3 Students will be allowed 1 + 2 chances only for appearing in examinations for completion of one year course/ programme. However, the chance to be availed within a span of 3 years. For 2 year course durations, the chance to be availed within a span of 4 years from the date of admission.

C.3 Internal Assessment

C.3.1 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.

C.3.2 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.3.3 Internal assessment for theory papers to be done based on criteria such as minimum required percentage of attendance, classroom assignments, midterm and class tests, report writing etc.

C.3.4 Internal assessment for practical papers to be based on criteria such as attendance, demonstrative practical, maintenance of records and viva voce.

C.3.5 Institutions are required to maintain a copy of the internal theory, internal practical and external practical records for the full academic session plus one more year from the date of enrolment of students. However, the statements of marks are required to be maintained for ten years. The records will need to be presented to the examining body, if required. The final marks entered by the course coordinator for each paper will not be edited under any circumstances.

C.4 External Assessment

All theory and practical papers will be assessed as per guidelines of RCI approved syllabus.

C.5 Division

C.5.1 There will be a uniform pattern of division mentioned as under:

75% and above	-	First Division with Distinction
60 - less than 75%	-	First Division
50 - less than 60%	-	Second Division
Less than 50%	-	Fail

C.5.2 No division 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 for one full year. Grace marks shall be awarded in maximum 4 theory papers for one full year restricted to maximum 3 marks in a paper. However, grace marks shall not be awarded in more than 2 papers in one semester. No grace marks will be given in practical papers.

C.7 Re-totalling

Re-totalling of marks by the examining body will be done in routine for all examinations before declaration of results. However, after declaration of result, 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

Student(s) may apply within 30 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 Examining 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

C.9.1 A uniform pattern of distribution of internal and external marks will be adopted.

(a) Theory will have 40% internal and external 60% marks.

(b) Practical will have 60% internal and external 40% marks.

C.9.2 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. In case of rechecking, it will be preserved for one year.

C.11 Improvement of Marks

There will be no provision for improvement of marks.

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

C.13.1 Students who have fulfilled the minimum required percentage of attendance in first year shall be allowed to attend the classes in the second year also. Students shall be allowed to complete the courses within two times of the duration of the course. For example: a course of two years duration can be completed in maximum four years duration. However, after the

duration of the course, the students shall be treated as ex-students and be deprived of award of division and liberty of grace marks.

C.13.1 The minimum attendance criteria will be same for such students to be eligible for appearing in the examination, as already narrated under point C.1.

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) Examination Centre/Institute will be debarred to serve as an Examination Centre for the maximum period of five years or part thereof as per recommendations of the malpractice enquiry committee and decision of the Council in this regard.
- iii) Invigilator(s), Examination /Centre Superintendent and CLO of the Examination Centre shall be blacklisted for the maximum period of five years or part thereof as per recommendation of the malpractice enquiry committee.
- iv) Students found using unfair means during examination will be expelled for one academic session.
- v) A Committee will be constituted by Examining Body to investigate the matter of mass copying/malpractice and to recommend necessary punitive action in such matters.

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/- to be paid through NEFT in Rehabilitation Council of India Exam Account, New Delhi.
