



**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)  
COIMBATORE-641 028  
CONTROLLER OF EXAMINATIONS**

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**FORMAT OF REQUEST LETTER FOR SCRIBE AND EXTRA TIME**

Date:

Name of the candidate:

Register Number :

Department & Branch :

Sir,

Subject: Requirement of SCRIBE and EXTRA TIME

I am a candidate (Visually impaired/ dyslexic/ disability in the upper limbs or loss of fingers). I would like to use the service of a scribe for writing theory examinations. I also request you to provide extra time to complete the paper as per the college norms. Kindly do the needful.

Thanking you,

Signature of the candidate

Signature of the HOD with seal

Approved by:

COE/Chief Superintendent