



NOTIFICATION

No.1/3-Admn:2023(P-I).SOPs/policy framework, to conduct Braille Proficiency Test, related to guidelines and procedures for administering and evaluating Braille Proficiency Test is hereby notified as under:-

1. Braille proficiency Test will be conducted twice a year.
2. The date of conducting Braille Proficiency test will be announced through the Official Website of the Department.
3. Test date/time must be informed to committee/candidates/Applicants at least one week prior to the commencement of test through email/telephone call/written letters/official website of The Department by Admin Branch.
4. Qualification (Secondary School Certificate-2nd Division or equivalent from recognized Board) of candidate for Braille Proficiency Certificate will be considered.
5. The number of candidates per day for Braille Proficiency Test will not be exceeded by 20.
6. Reporting time for Braille Proficiency Test must be 30 minutes before the commencement of the test.
7. The candidate must bring their relevant original documents along with original CNIC and Braille Frame/Stylus/Perkins at the time of test/viva.
8. Time for descriptive test will be one hour and 15 minutes will be given to each candidate for reading Braille Books/conducting Viva.
9. Total marks of the test will be 100 including 50 marks for the written test and 50 marks for Braille reading/viva.
10. Braille Proficiency Test will be conducted in grade 2 Braille as per following detail:-

PART A: BRAILLE WRITING:

This part will contain four components: -

i. **Urdu Braille Writing**

Prose:

Transcription of ink print paragraph into Braille (Consisting of maximum 30 ink print words)

10 marks

Poetry:

Transcription of ink print poetry into Braille (Consisting of maximum 15 ink print words)

05 marks

Passing marks:

7.5 marks

ii. English Braille Writing

Prose: **10 marks**

Transcription of ink print paragraph into Braille (Consisting of maximum 30 ink print words)

Poetry: **05 marks**

Transcription of a ink print poetry into Braille (Consisting of maximum 15 ink print words)

Passing marks: **7.5 marks**

iii. Arabic Braille Writing

Transcription of ink print Verses of Holy Quran into Braille (Consisting of maximum 20 ink print words)

10 marks

Passing marks: **05 marks**

iv. Math Braille Writing

Transcription of ink print Mathematic Statements into Braille (Consisting of maximum 05 ink print Mathematic Statements):

10 marks.

Passing marks: **05 marks.**

Passing marks required in Part A: **25 marks.**

The result of each writing skill will be presented separately.

PART B- BRAILLE READING/VIVA: -

i. Reading of Urdu Braille from textbook of Matric and above (maximum 30 words)

10 marks

Passing Marks: **05 Marks**

ii. Reading of English Braille from textbook of Matric and above (maximum 30 words)

10 marks

Passing Marks: **05 Marks**

iii. Reading of Mathematic Braille from textbook of Matric and above (maximum 30 words)

10 marks

Passing Marks: **05 Marks**

iv. Reading of Arabic Braille from Holy Quran (maximum 30 words)

10 marks

Passing Marks: **05 marks**

v. Verbal viva about rules and regulations/Historical Perspective of Braille

10 marks

Passing marks: **05 marks**

Passing marks required in part B: **25**

Total passing marks required to qualify the Test: 25 + 25 = 50

NOTE: Evaluation sheets of writing/reading Braille will be prepared separately as per above mentioned criteria and it will be part of the overall evaluation record of a candidate.

11. 1(one) mark will be deducted on 3 mistakes in written/reading test.

12. A candidate is required to get passing marks in every part/component separately with the total marks of 50 to qualify the Braille Proficiency Test.

13. Extra 15 minutes will be given to the visually impaired students in Written Test.
14. Reader means a person who will read ink print paper for blind candidate (the minimum qualification of reader will be matriculation) and one reader will be provided to each Blind student for the purpose of reading Ink Print paper.
15. Blank Answer sheets (Braille Papers) and Readers along with all others required facilities in connection with the conduction of Braille Proficiency Test will be provided by the Administration of Govt. Training College for the Teacher of Blind, Lahore.
16. The result of Braille Proficiency Test will be submitted to Admin Branch by the Committee after the completion of Test and the same will be notified by the Admin Branch.
17. The result of test will be uploaded on the **Department's Official website** immediately after the declaration of the result.
18. A student may submit written request to the Director (Administration) for paper re-checking (if required) within fifteen days of the declaration of result and the Director (ADMN) will call the committee/candidate for paper rechecking within seven working days after the submission of such request.
19. In re-checking, only the sum of every part will be recalculated as per standardized rules of Examinations Boards.

DIRECTOR GENERAL
SPECIAL EDUCATION PUNJAB

NO. & DATE EVEN.

1. SO(SE), Special Education Department.
2. All District Education Officer (Special Education) Punjab.
3. P.S to Secretary, Special Education Department.
4. P.A to Director General of Special Education Punjab, Lahore.
5. Mr. Shafqat Hussain Director /Convener, Govt. Vocational Training Center for Disabled Persons Johar Town, Lahore.
6. Notification.



ASSISTANT DIRECTOR (ADMN)