ཤེས་རིག

ཤེས་རབ་གཞུང་གི་སློབ་གྲྭའི་ཚོས་རྒྱས་དང་བརྟག་ཞིབ་ཚོགས་སྡེ།།
Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan

bcsea

Instructions for Practical Assistants

ACCESS ARRANGEMENT

Role Definition: A Practical Assistant carries out practical physical tasks strictly under the candidate's explicit instructions during practical examinations involving physical manipulation, laboratory apparatus, or technical tools.

CANDIDATE ELIGIBILITY CRITERIA

- Candidates with physical disabilities severely impacting fine motor skills, movement, or physical dexterity.
- Candidates with temporary medical conditions or acute physical injuries (e.g., bone fractures, severe burns) affecting practical execution.

1. CANDIDATE BRIEFING SCRIPT

MANDATORY PRE-EXAM SCRIPT (READ ALOUD TO CANDIDATE PRIOR TO START)

- "I am here to assist you with physical tasks, handling equipment, and positioning materials."
- "I can only perform physical actions that you explicitly direct me to carry out."
- "I cannot perform skilled observations, calculations, or subject-related tasks for you."
- "I cannot make choices or decisions regarding how your practical assessment is carried out."

2. OPERATING RULES & RESPONSIBILITIES

✓ The Assistant MAY:

- Set up, move, tilt, clean, or safety-hold laboratory apparatus as instructed.
- Assist with mobility, seating, or ergonomic adjustments in the exam room.
- Turn pages, plug in electrical equipment, or hand materials to the candidate.
- Execute physical tasks safely following the candidate's exact directives.
- Report hazardous equipment faults immediately to the invigilator.

✗ The Assistant MUST NOT:

- Provide subject knowledge, analytical guidance, or operational hints.
- Perform assessed skills independently (e.g., adjusting fine focus, reading scales).
- Take measurements, judge end-point color changes, or record results.
- Perform any action without explicit, clear instructions from the candidate.
- Advise on safety procedures unless immediate physical danger exists.

3. SUBJECT-SPECIFIC BOUNDARIES

Practical Subject Area	Permitted vs Prohibited Assistance
Science Practicals	**Permitted:** Pouring liquids, holding test tubes, turning valves. **Prohibited:** Reading meniscus levels, taking temperature readings, identifying reactions.
ICT / Computer Exams	**Permitted:** Inserting drives, powering equipment, adjusting monitors. **Prohibited:** Typing code/answers, clicking software options, navigating menus without direction.
Art & Vocational Tasks	**Permitted:** Securing canvases, mounting tools, fetching raw materials. **Prohibited:** Executing artistic strokes, performing craft cuts, shaping specimens.