

How to Apply for Scribe / Special Assistance

A step-by-step guide for candidates

Who this guide is for

- Candidates with a benchmark disability who need a scribe for an exam.
- Candidates who need special assistance or extra time during an exam.

Before you begin

Applying for a scribe is a two-part process. You first authorize the person who will assist you in your exam, then that person registers themselves on the IIBF portal. Only after they register, then you can complete and submit your scribe application.

Keep the following ready before you start:

- Your Membership login credentials.
- The Aadhaar number of the person who will act as your scribe.
- A signed copy of the Declaration Form, saved as a PDF. (NOTE:-You can download the blank form from within the application screen).

Important

- Apply at least well in advance before the examination date.
- Only candidates who have applied online and received prior approval from IIBF may bring a scribe on exam day.
- Make sure your scribe meets the eligibility criteria in the official guidelines before you apply. If it is later found that they do not, your candidature can be cancelled.

Part 1 · Reaching the application screen

Step 1 Log in to your member profile

Sign in to the candidate portal with your membership credentials. You will land on your Dashboard, which shows your name, membership type and member number on the left.

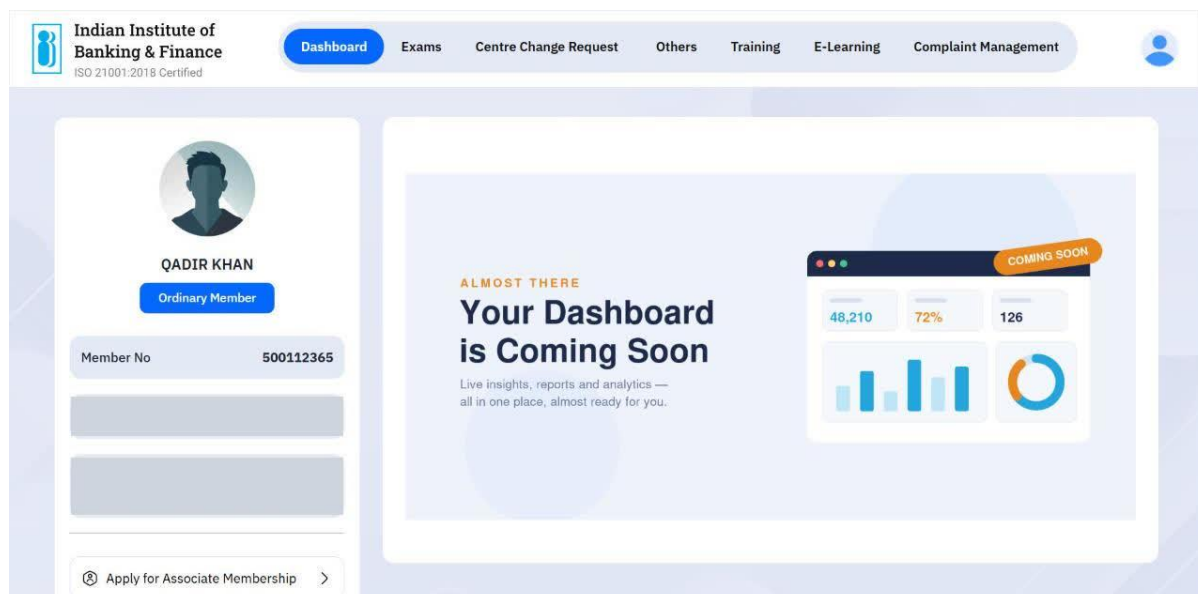


Figure 1 — The candidate Dashboard shown immediately after login

Step 2 Open the Exams section

Click **Exams** in the top navigation bar. A second row of tabs appears below it: *Live Exam*, *Exam Applications*, *Admit Cards*, *Result* and *Certificates*.

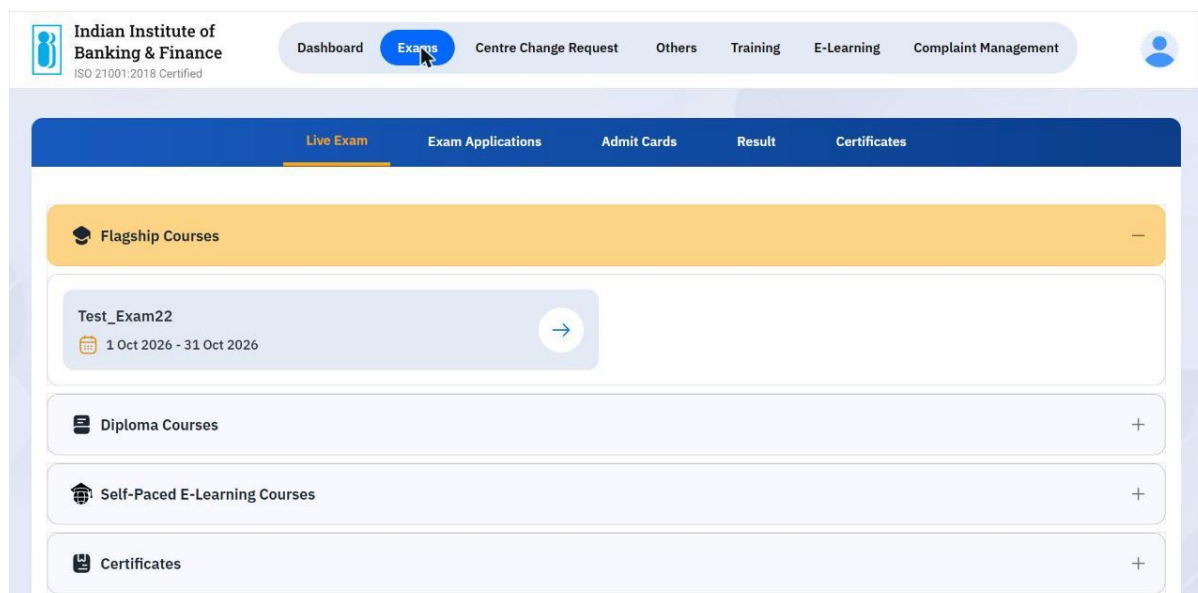


Figure 2 — The Exams section opens on the Live Exam tab

Step 3 Go to the Exam Applications tab

Click the **Exam Applications** tab. This lists every exam you have applied for, with the medium, centre, fee and application date.



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Dashboard

Exams

Centre Change Request

Others

Training

E-Learning

Complaint Management



Live Exam

Exam Applications

Admit Cards

Result

Certificates

Q

Search

Sr.No.	Exam Name	Medium	Centre	Exam Fee	Application Date	Action
1	Cert. in Foreign Exchange	ENGLISH	LUCKNOW		27 Feb 2019	 Apply For Scribe
2	Cert. in Foreign Exchange	ENGLISH	LUCKNOW		06 Dec 2018	 Apply For Scribe
3	Cert. in Foreign Exchange	ENGLISH	LUCKNOW		03 Oct 2018	 Apply For Scribe
4	Foreign Exchg Facil for Indivd (78)	ENGLISH	NEW DELHI		14 May 2015	 Apply For Scribe
5	Certificate In Trade Finance	ENGLISH	NEW DELHI		21 Oct 2014	 Apply For Scribe

Figure 3 — Your exam applications, each with an Apply For Scribe link

Step 4 Click "Apply For Scribe" against your exam

Find the exam you need assistance for and click **Apply For Scribe** in the Action column on the right of that row.

If you cannot see the link

- The Apply For Scribe link only appears for exams that are eligible for the facility.

Part 2 · Completing the application

Step 5 Read the rules and click Proceed

The instructions page opens. Read the Note, Guidelines and Important Instructions carefully — the eligibility rules for scribes are set out in the linked guidelines document.

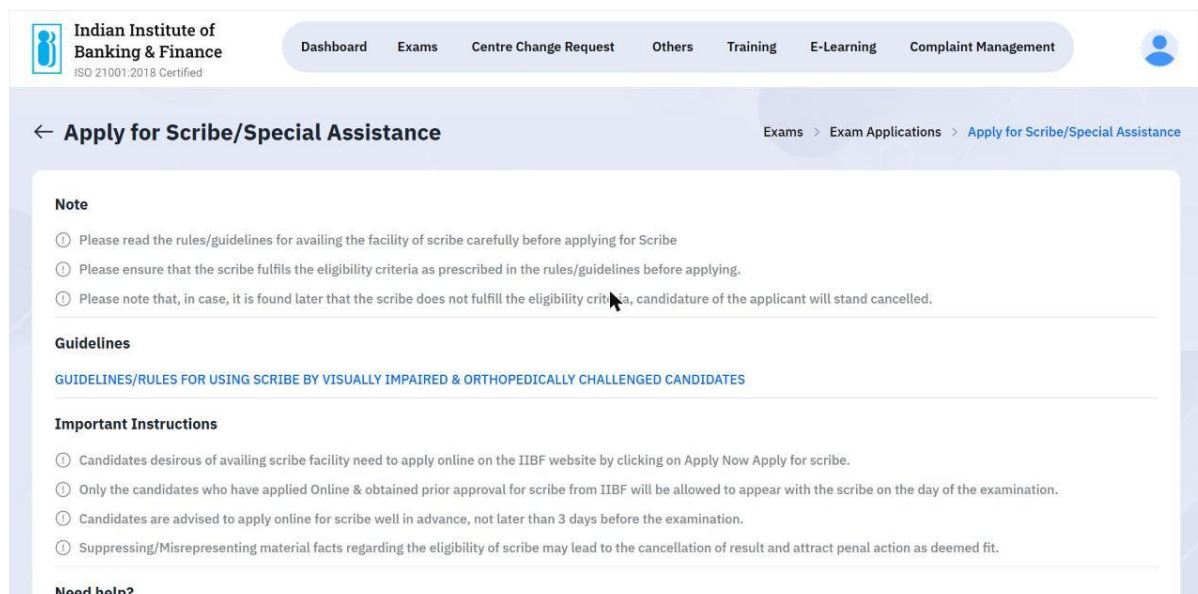


Figure 4 — Instructions page, top

Scroll to the bottom and click **Proceed**.

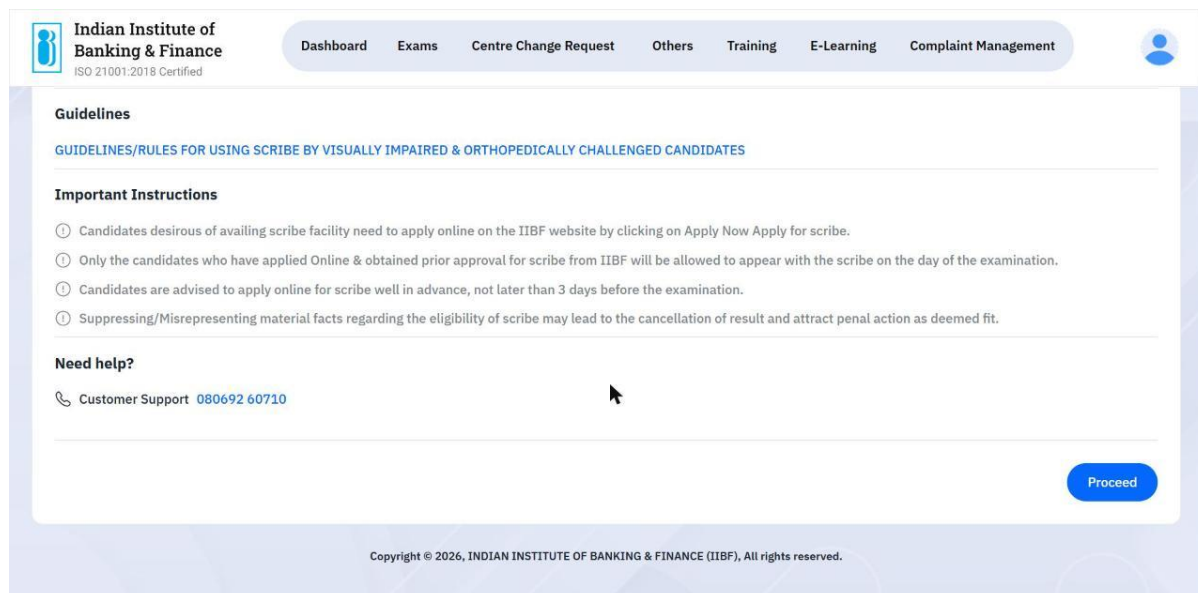


Figure 5 — The Proceed button sits at the foot of the instructions page

Step 6 Choose the subject you need a scribe for

Your exam may have more than one paper. Each one is listed separately with its own status. Click **Apply** against the subject you need assistance for. You must repeat this for every paper where you need a scribe.

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Dashboard Exams Centre Change Request Others Training E-Learning Complaint Management

← Apply for Scribe/Special Assistance Exams > Exam Applications > Apply for Scribe/Special Assistance

Exam Name : Cert. in Foreign Exchange

Subject	Exam Date	Applied On	Request Type	Status	Action
FEO.	-	-	Not applied	-	Apply
FEO.	-	-	Not applied	-	Apply
FEO.	-	-	Not applied	-	Apply

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Figure 6 — Apply separately for each subject that needs assistance

Step 7 Select the type of request

Two options are offered:

- Scribe — someone else writes the exam on your behalf.
- Special Assistance — you write the exam yourself but need extra time or other support.

Choose **Scribe** to continue with the scribe process. (Special Assistance is covered in the Appendix.)

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Dashboard Exams Centre Change Request Others Training E-Learning Complaint Management

← Apply for Scribe/Special Assistance Exams > Exam Applications > Apply for Scribe/Special Assistance

Exam Name: Cert. in Foreign Exchange
Subject Name: FEO.
Exam Date: N/A

Guidelines
[GUIDELINES/RULES FOR USING SCRIBE BY VISUALLY IMPAIRED & ORTHOPEDICALLY CHALLENGED CANDIDATES](#)

Scribe/Special Assistance

Request Type *

Scribe Special Assistance

Figure 7 — Selecting the request type

Step 8 Enter your scribe's Aadhaar number

Type the Aadhaar number of the person who will write your exam. The portal checks it automatically as soon as the full number is entered.

The screenshot displays the IIBF portal interface. At the top, the header includes the IIBF logo, the text 'Indian Institute of Banking & Finance' with 'ISO 21001:2018 Certified' below it, and a navigation menu with links: Dashboard, Exams, Centre Change Request, Others, Training, E-Learning, and Complaint Management. A user profile icon is on the far right. Below the header, there are two buttons: 'Scribe' (with a person icon) and 'Special Assistance' (with a clock icon). The main content area features a 'Scribe Aadhaar Number' section with a red asterisk, a text input field labeled 'Enter Scribe Aadhaar Number', and a 'Download Declaration Form' button. Below this, a note says 'Download the Declaration form, sign it, and upload the form.' To the right is the 'Upload Declaration Form' section, also with a red asterisk, featuring an 'Upload File' button and the text 'Supporting format PDF'. A 'Preview' button is located at the bottom right of the main content area. The footer contains the copyright notice: 'Copyright © 2026, INDIAN INSTITUTE OF BANKING & FINANCE (IIBF), All rights reserved.'

Figure 8 — The Scribe Aadhaar Number field and Declaration Form upload

Step 9 Authorise your scribe

If the person is not yet registered on the portal, a message appears asking whether you want to authorise them to begin registration.

Click **Yes** to authorise them. The portal then gives you a one-time scribe registration link. Copy that link and share it with your scribe.



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[Dashboard](#)[Exams](#)[Centre Change Request](#)[Others](#)[Training](#)[E-Learning](#)[Complaint Management](#)



[←](#) **Apply for Scribe/Special Assistance**

[Exams](#) > [Exam Applications](#) > [Apply for Scribe/Special Assistance](#)

 Exam Name: Cert. in Foreign Exchange

 Subject Name: FEO.

 Exam Date: N/A

Guidelines
[GUIDELINES/RULES FOR USING SCRIBE BY VISUALLY IMPAIRED & ORTHOPEDICALLY CHALLENGED CANDIDATES](#)

Scribe/Special Assistance
Request Type *


Scribe


Special Assistance

Scribe Aadhaar Number *

.....



 The scribe with the entered Aadhaar number is not currently registered in the system. Would you like to authorize this scribe to begin the registration process?
Please click Yes to proceed with authorization. [Yes](#)

 Download the Declaration form, sign it, and upload the form.
[Download Declaration Form](#) 

Upload Declaration Form *

 Upload File

Supporting format PDF

[Preview](#)

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Figure 9 — Authorisation prompt shown for a scribe who is not yet registered

What happens next

- Your scribe opens the link you shared and completes their own registration on the portal.
- Until they finish registering, you cannot submit your scribe application.
- Once they have registered, return to your profile and continue from Step 3.

Step 10 Upload the signed Declaration Form

Click **Download Declaration Form**, print it, sign it, and scan it back as a PDF. Then click **Upload File** and select the signed PDF. Only PDF files are accepted.

Step 11 Preview and submit

Click **Preview** to check every detail of your application. If anything is wrong, go back and correct it. When you are satisfied, click **Submit** and confirm. Your application then goes to IIBF for approval.

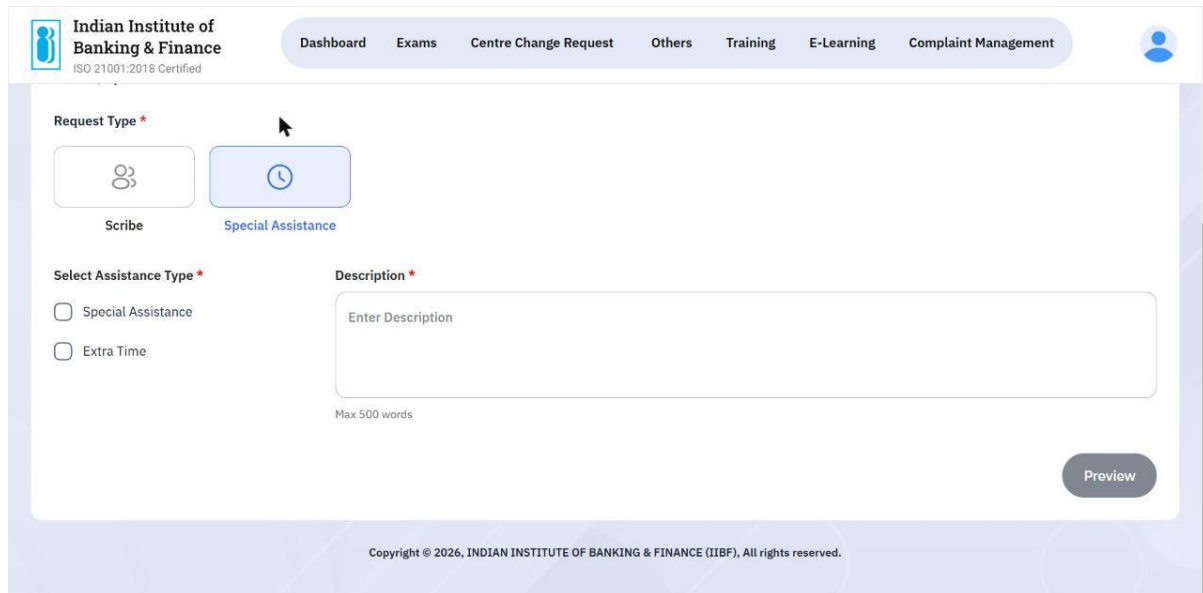
Appendix · Applying for Special Assistance

If you do not need someone to write for you but do need support during the exam, choose Special Assistance at Step 7 instead of Scribe.

You are then asked for two things:

- Select Assistance Type — tick Special Assistance, Extra Time, or both.
- Description — explain what you need, in up to 500 words.

No Aadhaar number and no declaration form are needed for this route. Click **Preview**, check your details, then submit.



The screenshot shows the IIBF application portal. The header includes the IIBF logo, name, and ISO 21001:2018 Certified status. A navigation bar contains links: Dashboard, Exams, Centre Change Request, Others, Training, E-Learning, and Complaint Management. A user profile icon is in the top right.

The main form area is titled "Request Type *". It has two buttons: "Scribe" (with a person icon) and "Special Assistance" (with a clock icon). The "Special Assistance" button is highlighted with a blue border and a mouse cursor is pointing at it.

Below the buttons is the "Select Assistance Type *" section with two checkboxes: "Special Assistance" and "Extra Time".

To the right is the "Description *" section with a text input field labeled "Enter Description". Below the field is the text "Max 500 words".

A "Preview" button is located at the bottom right of the form.

At the bottom of the page, a copyright notice reads: "Copyright © 2026, INDIAN INSTITUTE OF BANKING & FINANCE (IIBF), All rights reserved."

Figure 10 — The Special Assistance route asks for an assistance type and a description