



CBSE/COORD/2019/F.11

02.05.2019

NOTICE

Reg: Modalities and schedule for Senior School Certificate (Class XII) Examination, 2019 for the processes of

- (I) Verification of Marks
- (II) Obtaining Photocopy of the Evaluated Answer Book(s)
- (III) Re-evaluation

This is further to Circular No. COORD/SO(Ptg)/LOC/2019 dated 11.4.2019 on the subject cited above. The detailed modalities for applying for Verification of Marks, Obtaining Photocopy of the Evaluated Answer Books(s) and Re-evaluation, for the candidates who have appeared for the Senior School Certificate (Class XII) Examinations, 2019 is as given hereunder: -

1. Requests for all the processes will be accepted only Online and during the specified schedules alongwith processing charges.
2. The processing charges can only be deposited online (Credit/Debit Card/Net banking). Processing charges shall not be accepted offline i.e Postal Order/DD/Money order/cheque/Cash etc.
3. Incomplete/offline applications will be summarily rejected without any correspondence with the candidate.
4. For all the three steps, candidates have to make separate application and pay the processing charges separately. Only one application for each step per candidate will be accepted in online process. Candidate must decide in advance whether he/she has to apply for one subject or multiple subjects.
5. Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent to the revision of mark(s) or delay in communication, for reasons beyond control.
6. In cases where there is change in marks (increase or decrease), such candidates shall have to surrender the marksheet which is in their possession. Thereafter, they shall be issued a new Marksheet.
7. **Processing charges are non refundable.**

(I) Verification of Marks

- a) Schedule is given in Annexure-A. Processing charges is Rs.500/- per subject.
- b) The result of verification of marks will be communicated in the following manner: -
 - (i) The result of verification of marks will be uploaded on CBSE's website in candidate's login account.
 - (ii) In case of change in marks, a letter will also be sent to the applicant by Speed Post by concerned Regional Office of CBSE.
 - (iii) In case, where there is no change of marks, no letter will be sent by CBSE, however, information will be uploaded on website as mentioned in S.No 1 above.

Applicants are advised to visit CBSE's website for the status of verification request.

- c) **Only those candidates who will apply for verification of Marks Online will be eligible to apply for obtaining photocopy of answer book(s) in that/those subject(s).**

(II) Application for Obtaining Photocopy of the evaluated answer book

- a) Only those candidates who have applied for verification of Marks Online in manner as prescribed above will be eligible to apply for obtaining photocopy of the evaluated answer book(s).
- b) Schedule is given in Annexure-A. Processing charges is Rs.700/- per subject.
- c) Application submitted on behalf of the candidate and also incomplete application will be summarily rejected and processing charges deposited shall be forfeited without any further reference.
- d) Photocopy of the evaluated answer book will be provided in the candidate's login account after blocking all information relating to the identity of the Examiner/ Evaluator/ any other official associated with the examination process etc.
- e) **If the candidate desires to challenge the marks awarded to any question, then he/she shall have to apply online, as per the schedule for re-evaluation of marks.**

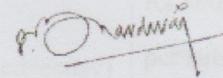
(III) RE-EVALUATION OF EVALUATED ANSWER BOOK(S)

- (a) Only those candidates who have applied for obtaining photocopy of the evaluated answer book shall be eligible to apply for re-evaluation or challenge the marks awarded to any question(s).
- (b) Request for re-evaluation/challenges shall be accepted only for theory portion @ Rs.100/- per question as processing charges.

- (c) The applicant will have to refer to the marking scheme in the subject concerned which would be available on the website **alongwith the question paper**. Thereafter, candidates can submit application for re-valuation in the required question(s) with reasoning.
- (d) Status of revaluation shall be uploaded on the website followed by a formal letter by speed post.
- (e) Decrease even by one mark shall be effected.
- (f) No appeal or review against the re-evaluation would be entertained.

In case of all the above three activities, i.e. I, II and III, the decision of the Competent Authority of the Board on the marks awarded shall be final and binding on the candidates.

Photocopy of the answer book(s) under RTI-Act-2005 will be provided as per provisions of RTI Act, 2005.



**(DR. SANYAM BHARDWAJ)
CONTROLLER OF EXAMINATIONS**

ANNEXURE – A

**SCHEDULE FOR VERIFICATION OF MARKS,
OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS
AND
RE-EVALUATION
FOR CLASS XII EXAMINATION - 2019**

S.No.	Activity	Duration	Fee
Verification of Marks			
1.	Applying online	4 th May, 2019 (Saturday) TO 8 th May, 2019(Wednesday) upto 5.00 PM	Rs.500/- per subject
Obtaining photocopy of evaluated answer book(s)			
2	Applying online	20 th May, 2019 (Monday) TO 21 st May, 2019 (Tuesday) upto 5.00 PM	Rs.700/- per answer book
Re-evaluation			
3.	Applying online	24 th May, 2019 (Friday) TO 25 th May, 2019 (Saturday) upto 5.00 PM	Rs.100/- per question