

### **Process for Re-checking /Re-Assessment/ Viewing of Answer books**

- Students have to apply for Re-checking /Re-Assessment of the course (subject) within specified time-limits as specified by University.
- A student can apply for Re-checking / Re-assessment of his / her own answer book only.
- The application received after the due date shall not be considered or accepted. The application shall be made in prescribed format of the university along with the applicable fees payable. The application without necessary details shall not be considered by the university.
- Students can apply for Re-checking and Re-Assessment for all semester theory course (subject) of university examination only, by paying non-refundable fees as prescribed by the university time to time.
- Re-checking / Re-assessment shall not be permitted in case of practical exam, viva voce, project, continuous assessment and dissertation.
- In re-checking, only marks obtained by the student in each question and totalling of marks shall be rechecked. No assessment of answer book will be done.
- In case of re-assessment, the course (subject) answer book shall be reassessed.
- During re-assessment, if the difference between original marks and marks obtained in reassessment is 15% or more (of obtained marks), then marks of re-assessment shall be considered as final and the changes in the mark-sheet will be made accordingly.
- In case, the difference in the original and the re-assessment marks is less than 15% of the originally obtained marks then the reassessment marks will not be considered and the original result will stand good (rounding of the marks shall be done to the higher integer if the fraction is 0.5 and above)
- The result shall be changed only, if there is change in the result status in the course/ subject in which the student has applied for Re-assessment otherwise original result shall remain unchanged.
- The original result shall be the final result of the student; until, the modified result after re-assessment/re-checking is declared by the university authority.

In all matters concerning Re-checking / Re-assessment of answer book, the decision of the Provost shall be final and binding on all concerned.



### **Instructions & Guidelines for Viewing of answer-book (Script)**

- The student whose result is declared by the University is eligible to view his/her answer book(s) of University Theory Examination only.
- The Student shall be entitled to view his/her answer-book/s only on payment of a non-refundable fees of Rs.500 (Five Hundred Rupees only) per question paper answer-book, in the presence of committee constituted by the Provost.
- Application for viewing the answer book(s) shall be made in prescribed format to the Principal along with fees and the copy of the results, Hall ticket and Photo ID proof within 05 (Five) days from the date of declaration of result on University web portal.
- The Principal has received such applications from the students and forward to the University within prescribe time period for further process.
- Application forms received by the University after the due date and found incomplete in any respect shall be liable to summary rejection.
- The student only, has to remain present on the given date, time and venue, failing which no further opportunity shall be given to him/her.
- The student will not be allowed to carry Mobile phone, Camera, any type of electronic gadgets and materials like pen, pencil, books, notes etc while the student is permitted to view his/her answer book. However, the student will be permitted to carry the relevant question paper only.
- Hall Ticket and Original Photo ID proof is required for identification before allowing student to view his /her answer book.
- Parents/Guardians/Advocate or any other person will not be allowed with the student.
- Physically challenged student who have been allowed the facility of a writer for the examination, will have the option to bring along the same person, who acted as his/her writer, for viewing of his/ her answer books, at their own cost.
- The student shall be allowed to view the Answer book(s) for 15(Fifteen) minutes only per answer book, from the starting time of viewing the Answer book and student has to communicate his/her remarks in the prescribed form to the committee.
- The student will be allowed to view his/her answer book only once.
- No student will be allowed to damage/destroy or take away the answer books. In that case he/she will be punished as per Unfair means rules of the University.



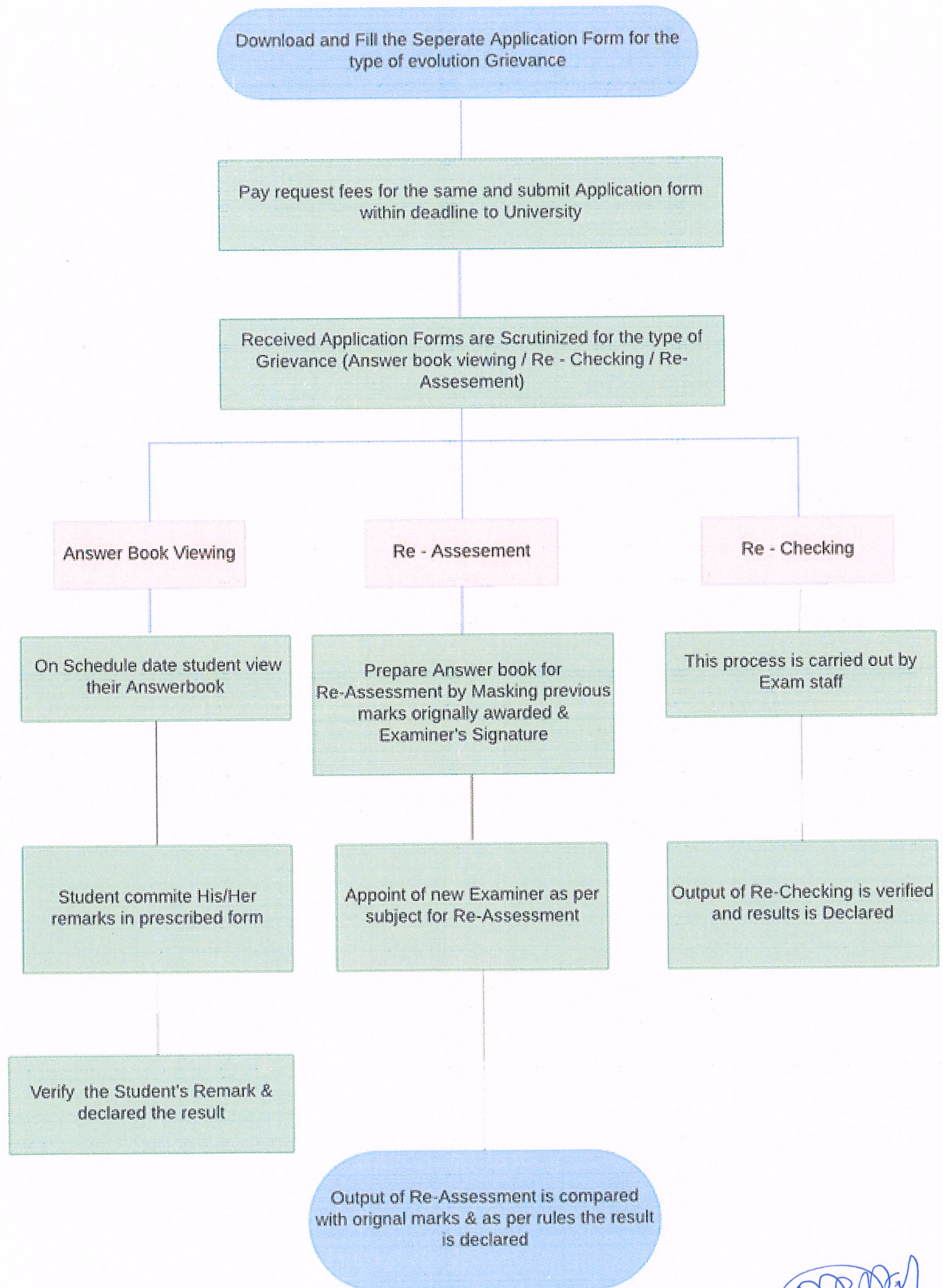


- All process of viewing the answer book(s) would be conducted under close supervision of CCTV surveillance.
- The committee shall verify the answer book(s) for:
  - 1) whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
  - 2) whether the total of the question-wise marks on the cover page is correct?
  - 3) whether all the answers or parts thereof in the answer book(s) have been assessed by the examiner(s)?
  - 4) any other matter as may be recommended by the committee.
- The committee shall submit the report to the University. If there is a totalling error in the marks or any question has not been evaluated such error will be corrected by the University in due course of time after proper check. The Provost shall have power to rectify the result due to the above correction.
- The rectified result will be informed to the student through the Dean/Principal of the concerned constituent college/institute. Corrected statement of Marks/Grade, if any, will be uploaded on the university website accordingly.
- Student cannot challenge the subjectivity of evaluation of particular question from the answer book(s).
- Student can apply for reassessment after viewing of answer book, if required within 03 days.
- The University Rules as amended from time to time in this matter shall be binding to the students and others concerned in all respect.

In case of any dispute, the decision of the Provost will be final and binding to the student and others concerned.



### Process for Re-checking /Re-Assessment/ Viewing of Answer books





**Application Form for Rechecking (Theory only)**

Student Name: \_\_\_\_\_

Student PR No.: \_\_\_\_\_ Fresher / Repeater Exam: \_\_\_\_\_

Seat No.: \_\_\_\_\_ Examination: \_\_\_\_\_ (Month and Year)

Program of Study: \_\_\_\_\_ Branch/Specialization: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

I request for Rechecking in the theory of the courses as mentioned below:

Sr. No.	Course Code	Course Name	Grade / Marks Obtained
1			
2			
3			
4			
5			
6			

**Fee details:** Total amount of Rs \_\_\_\_\_ In cash.

**Declaration: -**

1. It shall be my responsibility to return to the University all the certificates obtained by me in respect of the examination even negative results for which I have applied for rechecking.
2. I also declare that I have read the rules and regulation regarding rechecking of answer-books and that the same are binding to me.
3. I hereby confirm that all the details provided above are correct & agree that the result declared after rechecking will be considered as my final result for the above examination.

**Encl.: A copy of Statement of Grade / Marks (Result)**

Date: \_\_\_\_\_

Contact No.: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the student)

**Office Use Only**

**Submitted through the Principal:**

The particulars furnished by Shri \_\_\_\_\_ are correct as per college record.

The student has paid Rs. \_\_\_\_\_ as rechecking fess for the above mentioned examination and subject/s.

Date:- \_\_\_\_\_

\_\_\_\_\_  
(Principal Seal & Signature)

**Student Copy**

Shri \_\_\_\_\_ having PRN: \_\_\_\_\_ & Seat no. \_\_\_\_\_

has paid Rs. \_\_\_\_\_ as rechecking fees for the mentioned examinations & subject/s.

Date:- \_\_\_\_\_

College Seal



\_\_\_\_\_  
(Fee Receiver's Signature)

**Application Form for Reassessment (Theory only)**

Student Name: \_\_\_\_\_

Student PR No.: \_\_\_\_\_ Fresher / Repeater Exam: \_\_\_\_\_

Seat No.: \_\_\_\_\_ Examination: \_\_\_\_\_ (Month and Year)

Program of Study: \_\_\_\_\_ Branch/Specialization: \_\_\_\_\_ Semester / Year: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

I request for Rechecking in the theory of the courses as mentioned below:

Sr. No.	Course Code	Course Name	Grade / Marks Obtained
1			
2			
3			
4			
5			
6			

**Fee details:** Total amount of Rs \_\_\_\_\_ In cash.

**Declaration: -**

1. It shall be my responsibility to return to the University all the certificates obtained by me in respect of the examination even negative results for which I have applied for reassessment.
2. I also declare that I have read the rules and regulation regarding reassessment of answer-books and that the same are binding to me.
3. I hereby confirm that all the details provided above are correct & agree that the result declared after reassessment will be considered as my final result for the above examination.

**Encl.: A copy of Statement of Grade / Marks (Result)**

Date: \_\_\_\_\_ Contact No.: \_\_\_\_\_ (Signature of the student)

**Office Use Only**

**Submitted through the Principal:**

The particulars furnished by Shri \_\_\_\_\_ are correct as per college record.

The student has paid Rs. \_\_\_\_\_ as reassessment fess for the above mentioned examination and subject/s.

Date:- \_\_\_\_\_ (Principal Seal & Signature)

**Student Copy**

Shri \_\_\_\_\_ having PRN: \_\_\_\_\_ & Seat no. \_\_\_\_\_  
has paid Rs. \_\_\_\_\_ as reassessment fees for the mentioned examinations & subject/s.

Date:- \_\_\_\_\_ (Fee Receiver's Signature)

College Seal





**Application Form for Viewing of Answer Book (Theory only)**

Paste Passport  
Size  
Photographs

Student Name: \_\_\_\_\_

Student PRN: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email.: \_\_\_\_\_ Examination: \_\_\_\_\_ (Month and Year)

Program of Study: \_\_\_\_\_ Branch/Specialization: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

I hereby request for Viewing my Answer Book (Theory Only) of the subject/s as mentioned below:

Sr. No.	Semester/ Year	Fresher/ Repeater	Seat No.	Subject Code	Subject Name	Grade / Marks Obtained
1						
2						
3						
4						
5						
6						

**Fee details:** Total amount of Rs \_\_\_\_\_ In cash / online.

In case of Online-: Transaction ID: \_\_\_\_\_ Date: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

**Declaration: -**

1. I have read and understand the instructions and guidelines regarding the viewing of answer book and I agree to be governed by the same.
2. I hereby confirm that all the details provided above are correct & agree that if result declared after viewing of answer book will be considered as my final result for the above examination.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student)

**Encl.: A copy of Statement of Grade / Marks (Result), Exam Hall Ticket and Photo ID Proof.**

**Office Use Only**

**Submitted through the Principal:**

The particulars furnished by Mr./Ms. \_\_\_\_\_ are correct as per college record. The student has paid Rs. \_\_\_\_\_ as fees for viewing of answer book of above mentioned examination and subject/s.

Date: - \_\_\_\_\_

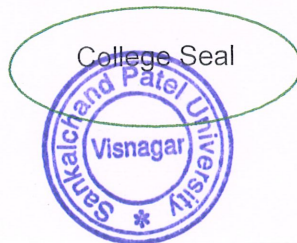
\_\_\_\_\_  
(Principal Seal & Signature)

**Student Copy**

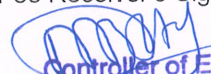
Mr./Ms. \_\_\_\_\_ having PRN: \_\_\_\_\_ has paid Rs. \_\_\_\_\_ as fees for viewing of answer book of above mentioned examination and subject/s.

Date: \_\_\_\_\_

College Seal



(Fee Receiver's Signature)

  
Controller of Examinations  
Sankalchand Patel University  
Visnagar (Gujarat)