

CLASS XII/X

CBSE/AB Cell/13A

Central Board of Secondary Education

FORM OF APPLICATION FOR VERIFICATION OF MARKS/GRADES
(TO BE SENT TO THE RESPECTIVE REGIONAL OFFICES)

The Regional Officer
(Regional Office,.....)
Central Board of Sec. Edu,

(If submitted by hand)
Stamp of the Cashier CBSE/Bank/School
Amount Received.....
Receipt No.....
Date.....
Sign. of Cashier

Sir,

I hereby apply for verification of marks/grades of my son/daughter/ward who appeared in examination held in March/July (year of examination) in the subjects vide particulars mentioned below:

ROLL NO NAME.....

Name of School..... Centre No.	Subject Code No.	Subject(s)	Marks/Grade obtained		
			Theory	Pract.	Total
Name of Exam Centre					
Fees Paid Rs..... DD/IPO/Cash Receipt No.....					
Date.....					

I hereby undertake to accept the lower marks/grades the same is established on the basis of Verification of marks/grades.

Name & Address of the candidate (IN BLOCK LETTERS)

Yours faithfully

.....
.....
.....
Pin.....

(Signature of Applicant)
Tele. No. if any.....

Note: Form must be filled correctly and neatly.

Please give details, in case the candidate is handicapped.

Please see page no. 2 for addresses of Regional Offices.

RULES FOR VERIFICATION OF MARKS/GRADES ON PAGE-2

RULES FOR VERIFICATION OF MARKS/GRADES

- (i) A Candidate who has appeared at an examination conducted by the Board may apply to the concerned Regional Officer of the Board for verification of marks/grades in any particular subject. The verification will be restricted to checking whether all the answer's have been evaluated and that there has been no mistake in the totalling/grading of marks/grades for each question in that subject and that the marks/grades have been transferred correctly on the title page of the answer book and to the award list and whether the supplementary answer book(s) attached with the answer book mentioned by the candidate are in tact. No revaluation of the answer book or supplementary answer book(s) shall be done.
- (ii) Such an application must be made by the candidate within 21 days from the date of the declaration of results in case of main examination and within 15 days in case of compartment examination.
- (iii) All such applications must be accompanied by payment of fee as prescribed by the Board i.e. Rs. 100/- per subject. In case of DD/IPO it should be in favour of Secretary CBSE, payable at concerned Regional Office's city.
- (iv) No candidate shall claim, or be entitle to, revaluation of his/her answers or disclosure or inspection of the answer book(s) or other documents.
- (v) A candidate shall not be entitled to refund of fee unless as a result of the verification his/her marks/grades are changed.
- (vi) In no case the verification of Marks/Grades shall be done in the presence of the candidate or any one else on his /her behalf, nor will the answer books be shown to him/her or his/her representative.
- (vii) The marks/grades, on verification will be revised upward or downward, as per the actual marks/grades obtained by the candidate in his/her answer book.
- (viii) The communication regarding the revision of the marks/grades, if any, shall be sent to the candidate within a reasonable period of time.
- (ix) The Board will not be responsible for any loss or damage or any inconvenience caused to the, candidate, consequent on the revision of marks/grades or delay in communications for reasons beyond control.
- (x) The Board shall revise the marks/grades Statement in respect of such candidates after the previous marks/grades statement is returned by the candidate.
- (xi) The decision of the Chairman on the result of the verification of marks/grades shall be final.

Address of Regional Offices:

1. Regional Office, Ajmer Todar Mal Marg, Ajmer - 305 030. Rajasthan.	4. Regional Office, Chennai Plot No. 1630A, "J" Block, 16 th Main Road, Anna Nagar (West), Chennai - 600 040
2. Regional Office, Panchkula Sector-5, Panchkula - 134109, Haryana.	5. Regional Office, Allahabad 35-B, Civil Station, M.G.Marg, Civil Lines , Allahabad-211 015.
3. Regional Office, Guwahati House No.10, Seuj Sarani, Lakhimi Nagar, Hatigaon, Guwahati - 781 006	