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ICSI Procedure for Verification of CS Answer Books

Dear CSStudents,

Once again CS result time is here as only 11-12 days are remaining for the result of June 2014 CS exam. Result will be declared on August 25, 2014. I am very hopeful that most of the students will get positive result. Still there will be few unsuccessful students not ready to believe about their failure. So if you are one of those failed students and thinking there might be some error in checking of the answer sheets, then you may go for verification / rechecking of your exam sheets of CS Foundation, CS Executive and CS professional (Final) exam.

This verification / rechecking process will help you to ensure that there is no mistake regarding totaling of their answer sheet or some part of the answers are not evaluated by the examiner or marks awarded have not been carried forward to the cover page. However as per ICSI revaluation of answer sheets is not allowed at all and it is just re-totaling of answer sheets.

We all are aware about the fact that answer sheets are examined by senior members of ICSI and there is possibility for human error as far as checking or totaling of the answer sheet is concerned. Accordingly you may not feel satisfied with the examination of your answer sheets and marks awarded for the exam of CS Foundation, CS Executive and CS professional (Final). So if you are not satisfied you may apply for the Revaluationcum re-counting of Answer Sheets.

Through this brief write up an attempt has been made to share the process/procedure for revaluation of answer sheets. You will also find sample application format for re-totaling of answer sheets. I hope that the same would be of some help for you.

INSPECTION OR GETTING CERTIFIED COPIES OF CS ANSWER SHEETS

In case a candidate wants to inspect his Answer Sheet or want certified copies of evaluated answer books, the option has also been introduced for the benefit of the CS Aspirants. This facility was introduced by ICSI with effect from June 2013 Attempt. I had already shared the procedure for inspection of Answer Sheet or how to get certified copies of evaluated answer books which is available at the link below:

[ICSI Procedure for inspection or certified copies of CS Answer Books](#)

WHAT IS COVERED UNDER THE REVALUATION PROCESS

ICSI has not officially declared the scope of revaluation process. However the revaluation process is expected to cover the following things:

- Whether there is any totaling error in any question; or
- Whether total marks on the cover page are rightly mentioned; or
- Whether the answer book(s) compilation is complete; or

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- Whether any question or part thereof has remained unvalued; or
- Whether there is any discrepancy between the marks for each question.

PROCEDURE FOR ANSWER SHEET VERIFICATION

1. Students desirous of Verification/Revaluation of CS Answer Sheets shall apply to ICSI under Regulation 46(2) of the Company Secretaries Regulations Act 1982 within 30 days of declaration of Results by ICSI.

FEES FOR REVALUATION OF MARKS

Fee for *Revaluation* of Marks for CS Foundation, CS Executive and CS professional (Final) is Rs. 250/- per answer sheet. Demand Draft should be made in favour of "The Institute of Company Secretaries of India payable at New Delhi.

2. Students interested in applying for Verification of Marks of CS Exams shall submit a written application on a plain paper in the own handwriting and such application shall contain the basic information as mentioned below:
 - a. Name
 - b. Registration Number
 - c. Roll No. and Stage of Examination (Professional/Executive/Foundation)
 - d. Name of the subjects in which Verification is sought
 - e. Complete Postal Address with Pin Code
 - f. Details of Draft for Payment of Verification Fees
 - g. Demand Draft Number, Date, Amount and Drawee's Bank; and
 - h. Complete postal address of candidates with Phone/Mobile Number(s) and e-mail id(s).
3. The prescribed Application for verification of marks can be downloaded from the website of the Institute and send to the Institute with the requisite fee and the required information. You may download the application format from the link given below:

<https://www.icsi.edu/docs/Webmodules/Verification%20of%20Marks%20CS%20Exams%20June%202014%20.pdf>

4. The application for verification of marks of CS exam December 2013 should be sent to:

**The Joint Director (Exams.),
The Institute of Company Secretaries of India, C-37,
Institutional Area, Sector 62,
NOIDA – 201 309 (U.P.)**

5. Candidates in their own interest are advised to send the application by Speed/Registered Post to ensure the receipt of the same at the Institute and may keep the photocopy of the application form and demand draft for future reference, if any. Further, they can also submit their

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applications at Regional/Chapter Office. Candidates are advised not to club any other query/matter or remittance of fees along with their above request for verification of Marks to ensure an early reply.

Announcement of Verification Results of CS

Honestly there is no fixed date as to when the revaluation/verification result of the CS Foundation, CS Executive and CS professional (Final) exam will be released by ICSI. Actually the process of verification is precisely drawn up exercise and takes time of around 2 months.

Accordingly the response time to candidates' requests for verification of marks is normally **two months** from the date of receipt of their applications complete in all respects in the Directorate of Examinations of the ICSI. The status of application will be updated on the website of the Institute from time to time.

The candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number and also download a copy of the reply letter instantly in case of no change in his/her marks or result position from the link given to this effect on the website.

However, in case, of any change/revision in marks in any subject(s) and/or result of a particular Module/Stage of Examination, separate communication to that effect will be sent to the candidate concerned through Speed Post/Courier.

If any candidate does not receive a communication from the Institute within 60 days from the date of dispatch of application, he/she may send an E-mail at exam@icsi.edu or write to the Director (Exams.) giving relevant details about his/her application (as mentioned above) sent for verification of marks to the Institute along with scanned/phot copy of application and demand draft of application fees.

FAQS ON VERIFICATION OF MARKS

For FAQs on Verification of Marks, please refer to the link given below:

<http://www.icsi.edu/ContactUs/FAQ/FAQExamination.aspx>

Submission of exam form

If you are applying for verification of marks, then don't wait till Verification results are declared and submit CS Foundation, CS Executive, CS Professional Exam Form for December 2014 Exam before the last date for submission of exam form.

I sincerely believe that this article would be very useful for students looking for detailed understanding of procedure for revaluation cum re-counting of their evaluated answer sheets. Kindly share your opinion if you like this write up.

Thanks

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