



## **Office of the Controller of Examinations**

### **Standard Operating Procedure for Conducting Revaluation of Answer Scripts**

For the transparency in the examinations, Revaluation, Re-totaling and Photo Copy of Answer Scripts are given to the students. The procedure for conducting revaluation, re-totaling or Photocopy answer script is as follows:

1. On the Result publication day itself, a circular will be issued for revaluation / re-totaling of answer scripts.
2. From the result publication date, seven days will be given to the students to apply for the revaluation / re-totaling.
3. After receiving the applications from the students, applications will be processed.
4. Based on the processing, dummy numbers will be decoded and the answer scripts will be taken from the bundles.
5. Old front sheets will be removed and new front sheets will be attached to the answer scripts.
6. Answer scripts will be given to the external examiner and the papers will be valued.
7. After the valuation the re-valuation mark will be compared with the old mark.
8. If the difference between the marks with in 15, then the best of the two mark will be taken.
9. If the difference between the marks not with in 15, then the paper will be given for third valuation to the different examiner and the third valuation mark will be taken as final.
10. Revaluation result copy for department and individual result copy for student will be prepared and issued to the departments and students respectively.