



शिक्षा केंद्र, 2, सामुदायिक केंद्र, प्रीतविहार, दिल्ली 110 092  
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110 092

CBSE/Coord/2017/F.11

29/05/2017

**NOTICE**

**Reg: Modalities and schedule in respect of the processes of Verification and Obtaining Photocopy of the Evaluated Answer Book(s) for the candidates who have appeared under Senior School Certificate (Class XII) Examination, 2017**

This is for the information of all the stakeholders that modalities for applying for Verification and Obtaining Photocopy of the Evaluated Answer Books(s) for the candidates who appeared under Senior School Certificate (Class-XII) will be as under:-

**1. Verification of Marks**

- a) Request for verification can be submitted only online from website of CBSE [www.cbse.nic.in](http://www.cbse.nic.in) along with fee of Rs.500/- per subject as per scheduled given in Annexure-I.
- b) In case applying from India the requisite fee of Rs.500/- per subject can be deposited through payment gateway (Credit/Debit card). Fee may also be deposited through e-challan by visiting the identified Bank Branch as generated in the Challan and no fee shall be accepted in offline mode i.e Postal Order/DD/Money order cheque etc.
- c) In case the applicant is not in India during the above period, application can be submitted online and the fee be remitted through DD in favour of "Secretary, CBSE" drawn at the place of respective Regional Office of the Board. The Demand Draft alongwith the confirmation page be sent to the Regional Office concerned so as to reach the concerned Regional Office within 07 days from the date of submission of the application. Roll No. and other details should be written on the back of the Demand Draft. They are also being requested to enter the details of DD such as DD no., name of the bank etc. in the appropriate column and upload the scanned copy of DD.
- d) The result of verification will be uploaded on the website of CBSE. However, in case of a mistake (or change in marks) a formal letter will also be sent to applicant by speed post through concerned Regional Office of CBSE. In case where there is no change of marks, no letter will be sent by CBSE. Applicants are advised to visit website of CBSE for the status of verification request.
- e) 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.
- f) Incomplete applications, offline applications will be summarily rejected.
- g) Request for verification will only be accepted once. Another chance will not be given.



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- h) Only those candidates who apply online for verification of Marks will be eligible to apply for obtaining photocopy of answer book.

## 2. Application for Obtaining Photocopy of the evaluated answer book

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) on remitting the requisite fee of Rs. 700/- per subject for Class-XII. Schedule and procedure for receipt of requests will be as under:

- a) Application will be received only online through website of CBSE [www.cbse.nic.in](http://www.cbse.nic.in) alongwith fee of Rs. 700/- per subject for Class-XII as per schedule given in Annexure-I.
- b) In case applying from India the requisite fee of Rs.700/- per subject can be deposited through payment gateway (Credit/Debit card). Fee may also be deposited through e-challan by visiting the identified Bank Branch as generated in the Challan and no fee shall be accepted in offline mode i.e Postal Order/DD/Money order cheque etc. No application will be accepted without fee.
- c) Candidate applying for photocopy of the evaluated answer book will have to upload an undertaking as per the prescribed format available on the website and photocopy of his/her admit card. Candidate shall have to certify that the photocopy of the evaluated answer book shall not be given to any institution or school for display, commercial purpose or to print media by him/her or anyone on his/her behalf.
- d) Application submitted on behalf of the candidate; as also incomplete application will be summarily rejected.
- e) However, in case the applicant is not in India during the above period, application can be submitted online and the fee may be remitted through DD in favour of "Secretary, CBSE" drawn at the place of respective Regional Office of the Board. The Demand Draft alongwith the confirmation page be sent to the Regional Office concerned so as to reach the concerned Regional Office within 07 days from the date of submission of the application. Roll No. and other details should be written on the back of the Demand Draft. They are also being requested to enter the details of DD such as DD no., name of the bank etc. in the appropriate column and upload the scanned copy of DD.
- f) Photocopy of the evaluated answer book will be provided after blocking all information relating to the identity of the Examiner/Evaluator/any other official associated with the examination process as also the mark(s) awarded therein.



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

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- g) **There will be no re-evaluation of any evaluated answer. However, if any answer has not been evaluated, the same would be reported by candidate to respective Regional Offices of CBSE not later than seven days of receipt of photocopy of answer book.**
- h) Decision of the Competent Authority of the Board on the marks awarded shall be final and binding on the candidate.
- i) Photocopy of evaluated answer book shall also not be challenged by any examinee in the court of law or make any claim on this account in any forum.
- j) Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent upon the delay in communication for reasons beyond control.
- k) Request for obtaining photocopy of evaluated answer book(s) will only be accepted once. Another chance will not be given.

(K. K. CHOUDHURY)  
CONTROLLER OF EXAMINATIONS

**ANNEXURE – I**

Schedules for Verification of Marks and providing photocopy of evaluated answer books for Class –XII - 2017 examinations will be as under:

S.No.	Activity	Duration	Fee
<b><u>CLASS XII</u></b>			
1.	<b>Verification of Marks:</b>		
A	Applying online	31 <sup>st</sup> May, 2017 to 5 <sup>th</sup> June, 2017	Rs.500/- per subject
B	Fees to be received through E-challan(DD in case the candidate is applying from outside India)	Upto 7 <sup>th</sup> June, 2017	
2.	<b>Obtaining photocopy of evaluated answer sheets:</b>		
A	Applying online	14 <sup>th</sup> June, 2017 to 19 <sup>th</sup> June, 2017	Rs.700/- per answer book
B	Fees to be received through E-challan (DD in case the candidate is applying from outside India)	Upto 21 <sup>th</sup> June, 2017	

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