

CLASS XII

CBSE/AB Cell/13A/2004

Central Board of Secondary Education

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

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

Sir,

I hereby apply for verification of marks of my son/daughter/ward who appeared in examination held in March/August 2004 in the subjects vide particulars mentioned below:

ROLL NO NAME.....

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

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

Name & Address of the candidate (IN BLOCK LETTERS)

.....
Applicant)
.....
any.....
.....
Pin.....

Yours faithfully

(Signature of

Tele. No. if

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RULES FOR VERIFICATION OF MARKS

- 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 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 of marks for each question in that subject and that the marks 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 25 days from the date of the declaration of results.
- iii. All such applications must be accompanied by payment of fee as prescribed by the Board i.e. Rs. 100/- per subject.
- 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 are changed.
- vi. In no case the verification of Marks 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, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her answer book.
- viii. The communication regarding the revision of the marks, 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 or delay in communications for reasons beyond control.
- x. The Board shall revise the marks Statement in respect of such candidates after the previous marks statement is returned by the candidate.
- xi. The decision of the Chairman on the result of the verification of marks shall be final.

Address of Regional Offices.

1. Regional Office, Ajmer
Todal Mal Marg, Ajmer - 305 001
2. Regional Office, Chandigarh
Sector-32C, Chandigarh - 160 031
3. Regional Office, Guwahati
Rajgarh Road , Guwahati - 781 003
4. Regional Office, Chennai
Plot NO. 1630A, 15th Main Road
Anna Nagar (West), Chennai - 600 040
5. Regional Office, Allahabad
1/1 Neem Sarai (Transport Nagar)
Allahabad - 211 015 (U P)
6. Regional Office, Delhi
2 Community Centre
Preet Vihar
Delhi - 110 092