

GUIDELINES ON REEVALUATION OF ANNUAL ANSWER SCRIPT:

In cases where required, aggrieved students and parents will be given an opportunity to verify the evaluated answer sheets.

Two phases of reevaluation:

1. Provision of photo copy of the answer scripts of the requested subject or subjects to the parent
2. A. Re-evaluation of answer scripts whose photo copies are issued (as requested by parent)

B. If parents did not apply for first phase then they will not be eligible to ask for second phase

- The reevaluation involves the:

1. Application for Answer Sheet Copy

- a. Students/parents seeking a photocopy of the evaluated answer sheet must submit a written application to the Head of the School within three (3) working days of the result declaration. A fee of ₹100 per subject (non-refundable) shall be payable through SB Collect for this purpose.
- b. The receipt of payment of fee is to be attached with the application for seeking a photocopy of the answer sheet.

2. Retotalling of the answer script

- a. In case there is an error in totalling or an answer is not evaluated, the school will do the needful without any charges and declare the result.

3. Application for Reevaluation

- a. In case of dissatisfaction with the initial evaluation, students/parents may apply for reevaluation within six (6) working days of the result declaration, after obtaining the answer sheet as per step no. 1. A fee of ₹200 per subject shall be applicable for reevaluation.
- b. Applicant is required to submit Original Copy of Mark sheet issued and the receipt of the fees paid through SB Collect along with the application for reevaluation.

4. Declaration of Reevaluation Result

- a. The outcome (either increase or decrease of marks) of the reevaluation process will be final and will be reflected in revised mark sheet. It shall be communicated to the concerned

students/parents on or after the 11 working day from the date of result declaration.

5. Confidentiality of Examiner and Checker

- a. While issuing a copy of the evaluated answer sheet, the identity of the examiner and checker must remain confidential. Relevant portions, if necessary, may be appropriately masked to ensure anonymity.

6. Provision of Marking Scheme

- a. The marking scheme, in addition to the answer key, may be provided to the evaluators to ensure clarity, consistency, and fairness in the assessment process.
 - b. The use of a marking scheme promotes transparency and objectivity in evaluation.
7. Photocopies of the answer scripts issued to the parent/student will bear the stamp “For Reference Only – Not Valid for Official Use.

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8. Provision for photocopy of answer sheets shall be available only for Term II /Annual Examinations