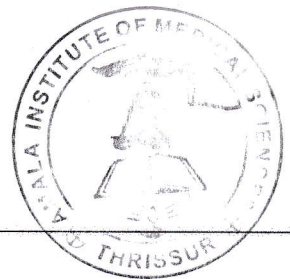




# EXAMINATION MANUAL



## CHAPTER VII

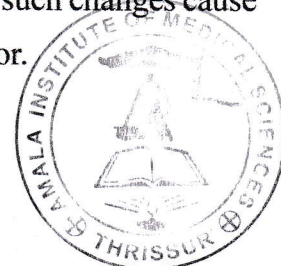
**RE-TOTALLING OF MARKS, PHOTOCOPY OF ANSWER BOOKS  
AND SCORE SHEETS - RULES & PROCEDURES**

As there is double evaluation for all UG Examinations and multiple evaluations for PG examinations, no revaluation of theory answer book shall be permitted.

**Re-totalling of Marks**

A candidate, who has appeared for an examination, shall have the right to apply to the CE for re-totalling his/her marks to check the correctness of the totalling of marks awarded to various papers, subject to the following conditions:

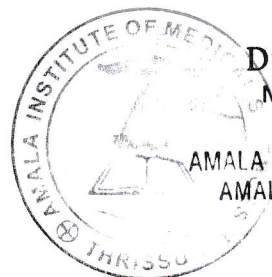
1. There is a provision for the candidate to apply for re-totalling of any paper(s) of an examination, online through the Principal/Head of the Institution, within the stipulated time as per the result notification published in the website.
2. The Head of the Institution (HoI)/Principal shall forward the hardcopy of the list of candidates applied for re-totalling along with DD or through any other state-of-the-art-technology adopted for effecting payment, the total amount of fee for re-totalling drawn in favour of the Finance Officer, KUHS within the prescribed time. The fee once remitted shall not be refunded under any circumstances.
3. Any change in the marks after re-totalling shall be approved by the CE and communicated to the candidate through the website /the college.
4. In case the result is affected by such re-totalling it shall be approved by the Vice Chancellor and the modified results shall be published.
5. In exceptional cases, if some error in valuation is detected after the publishing of result, corrective action shall be initiated. If the marks secured by the candidate changed consequent to this, such changes shall be approved by the CE. If such changes cause status change in result, it shall be approved by the Vice Chancellor.



**Photocopy of Theory Answer Books and Score sheet**

1. There is a provision for the candidates to apply for photocopy of theory answer book and score sheet of any paper(s) of an examination, online through the Principal/Head of the Institution, within the stipulated time as per the result notification published in the website.
2. The HOI/Principal shall forward the hardcopy of the list of candidates applied for photocopy of theory answer book and score sheet along with DD drawn in favour of the Finance Officer, KUHS or through any other state-of-the-art-technology adopted by the University, for the total amount of fee for photocopy of theory answer book and score sheet within the prescribed time. The fee once remitted shall not be refunded under any circumstances.
3. The photocopy of the theory answer books and score sheet shall be sent to the respective colleges and it is the duty of the HOI/Principal to hand over the same to the concerned candidate.
4. The candidates, who apply for copies of Answer Books in the prescribed manner with required fee, shall be issued the photocopies of all written pages along with the succeeding two blank/scored pages of the Answer Books. However, this shall not apply to answer books of practical examinations.
5. Photocopy of the score sheet shall be given to the candidates without revealing the identity of the evaluator concerned.
6. Late applications for photocopy of answer sheet and score sheet shall not be entertained under any circumstances.

*Betsy*



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