



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



CBSE/Coord/2020/F.11

11.07.2020

All the Regional Director/  
Regional Officers of the Board

**Subject: Modalities and Schedule in respect of the Processes of**

- (1) Verification of marks,
- (2) Providing Photocopy of evaluated answer books and
- (3) Re-evaluation of the evaluated Answer Book(s)

for the candidates who have appeared for Senior School Certificate (Class-XII) / Secondary School (Class-X) Examinations, 2020, in the subjects whose examination have been conducted by the CBSE.

Madam/ Sir,

You are aware that the processes for Verification of marks, providing photocopy of evaluated answer books and Re-evaluation will take place after the declaration of result. The processes are interlinked viz. candidates applying for verification of marks are only eligible to apply for obtaining photocopy of evaluated answer books, candidates applying for verification of marks and after obtaining photocopy of evaluated answer book(s) are only eligible to apply for re-evaluation meaning thereby that no candidate is permitted to make a request for providing of photocopy(ies)/ re-evaluation without following the procedure of verification of marks.

Notice and Schedule for Verification of marks, providing photocopy and Re-evaluation for Class XII / X - 2020 will be given separately.

Modalities for all the above processes shall be as under:

### GENERAL

- a) It would be a challenge for the Regional Offices to complete the above said activities successfully and safely in the period of COVID-19. All Regional Offices are therefore, requested to make necessary arrangement to ensure social distancing norms, wearing of face mask, facility of hand sanitizers, covered dustbins, measurement of body temperature and clean toilets etc. as per instructions issued by Central/State Government.
- b) THIS YEAR, THE PROCESSES OF VERIFICATION OF MARKS/PROVIDING PHOTOCOPY/RE-EVALUATION WILL BE LIMITED TO ONLY THE SUBJECTS IN WHICH EXAMINATIONS HAVE BEEN CONDUCTED BY THE BOARD. IN SUBJECTS IN WHICH EXAMINATIONS HAVE BEEN CANCELLED, MARKS HAVE BEEN AWARDED BASED ON THE ASSESSMENT CRITERIA. AS THE ASSESSMENT CRITERIA IS RELATED TO THE ACTUAL MARKS, ANY INCREASE OR DECREASE OF ACTUAL MARKS IN THE VERIFICATION OR RE-EVALUATION PROCESS WILL ALSO HAVE AN EFFECT ON THE MARKS AWARDED THROUGH ASSESSMENT CRITERIA. HENCE, IN CASES OF INCREASE OR DECREASE OF MARKS IN A SUBJECT, CORRESPONDING CHANGE IN MARKS IN OTHER SUBJECT(S) WILL ALSO BE AFFECTED. WHILE DOING SO A



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DOUBLE CHECK ON THE CALCULATION BE KEPT SO THAT ONLY CORRECT MARKS ARE COMMUNICATED.

- c) In order to adhere to the above schedule, the Regional Director/Regional Officers may make available the required staff, photocopy/Scanning machine, courier agency etc. as has been done in previous years.
- d) IT Department will be uploading online application forms for Verification of Marks, Obtaining photocopy of the evaluated answer books and Re-evaluation.
- e) Verification of Marks should be done on the original answer books. However, one pdf file including the flying slip and cover page be prepared by scanning all such answer-books immediately after verification process, on day to day basis.
- f) Entire Work of Verification of Marks, providing photocopy of evaluated answer books be done with the help of web based system to avoid repetition, maintain transparency and for quick disposal of the work.
- g) Increase or decrease in marks should be effected on the marks communicated to the candidates and not on the marks awarded in the answer books.
- h) Only those candidates who apply online for verification of marks will be eligible to apply for obtaining photocopy of evaluated answer book.
- i) Photocopy of the answer book(s) under RTI-Act-2005 should be provided as per provisions of RTI Act, 2005.
- j) **Mechanism of Disposing Change Cases(i.e. Verification/Re-evaluation )**
  - ✓ **DOWNWARD REVISION, NO CHANGE AND CHANGE from (1-5 MARKS) should be approved by the Regional Director/Regional Officer**
  - ✓ **Change of marks from (06 and above) should be sent to the Coordination Unit alongwith Answer Book, proposal of RO and verification/Re-evaluation report in following two groups**
    - i. **From 6 marks to 25 marks**
    - ii. **From 26 marks and above**
- k) Proposals be sent by hand or by Speed Post/dependable courier on daily basis.
- l) The entire process shall be subject to the supervision and scrutiny by the Headquarter.
- m) Reply of "No Mistake" case should be uploaded on the Board's website. However, if there is a Mistake, status be communicated through Speed Post and e-mail.
- n) Status of Verification of marks be uploaded by 6.00 PM daily.





- o) Notice, as and when issued for both Class XII/X on above processes, may also be seen and understood carefully by the Regional Office.
- p) Terminology to be used for intimating status of Verification result be as under:

S.No	Details	Terminology
i	In case the application is yet to be processed	Pending
ii	In case no mistake is found in the Answer Books	No Mistake
iii	In case the mistake is found and the orders of the Competent Authority are yet to be obtained for communication	Under Process
iv	In case the letter of mistake dispatched	Mistake letter sent
v	Any other information	May be specified in remarks column

- q) The codes to be used for the above process internally would be:
- ❖ 'M' Under process cases
  - ❖ 'N' for No Mistake cases
  - ❖ 'Z' for Letter sent for Mistake cases
  - ❖ (Blank)- for pending cases
- r) **Processing charges are non refundable for all the three activities.**
- s) The above procedure shall also be adopted for the Compartment examination for which detailed modalities and schedule will be hosted on the website at the appropriate time.
- t) Within one week after completion of all the three processes, data duly compiled in the attached Proformae(Annexure II for Verification/Photocopy & Annexure III for Re-evaluation) be sent on the e-mail id data2ce

### **SPECIFIC MODALITIES**

#### **1. VERIFICATION OF MARKS**

- i. Request for verification can be submitted only online from website of CBSE [www.cbse.nic.in](http://www.cbse.nic.in) alongwith processing charges of Rs.500/- per subject as per schedule given in Annexure-I.
- ii. The requisite processing charges of Rs.500/- per subject will be deposited by the applicant through payment gateway {Netbanking/Credit/Debit Card (both National/International)}. No fee shall be accepted in offline mode i.e Postal Order/DD/Money order/ cheque etc.
- iii. The result of verification be uploaded on the website of CBSE. However, in case of a mistake (or change in marks) a formal letter be sent to the applicant by speed post/e-mail. In case where there is no change of marks, no letter be sent by CBSE. Applicants have been advised to visit website of CBSE for the status of verification request.

- iv. 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.
- v. Incomplete applications/offline applications be summarily rejected.
- vi. Request for verification will only be accepted once. Another chance will not be given.
- vii. Decision of the Competent Authority of the Board on the Marks awarded shall be final and binding on the candidate.
- viii. Only those candidates who apply online for verification of Marks will be eligible to apply for obtaining photocopy of answer book.

## 2. PROVIDING PHOTOCOPY OF EVALUATED ANSWER BOOKS

- i. Application will be received only online through website of CBSE [www.cbse.nic.in](http://www.cbse.nic.in) along with processing charges as per the probable schedule given in Annexure-I (for Class XII). Schedule for Class X will be sent separately.
- ii. Only those candidates who have applied for verification of marks shall be eligible to apply for obtaining photocopy of the evaluated answer-book(s). Applications will be received only online with payment through gateway/netbanking, debit/credit card (both national/ international)
- iii. The requisite processing charges of Rs. 700/- per subject for Class XII & Rs.500/- per subject for Class X shall be deposited through payment gateway (Netbanking/Credit/Debit card (both National/International). **No PROCESSING CHARGES** shall be accepted in offline mode i.e. Postal Order/DD/Money order/ cheque etc. No application will be accepted without processing charges.
- iv. Application submitted on behalf of the candidate and also incomplete application will be summarily rejected and processing charges deposited shall be forfeited without any further reference.
- v. Photocopy of the evaluated answer book be scanned, uploaded & provided after blocking all information relating to the identity of the Examiner/ Coordinator/ any other official associated with the examination/evaluation process.
- vi. However, if the candidate desires to challenge the marks awarded to any question, then he/she will have to apply online, as per the schedule.
- vii. At the time of scanning one pdf file of the answer book including the flying slip and cover page be prepared for each candidate for each subject in which he applied for verification of marks. It May be ensured that the correct answer book is being sent/uploaded on website.

2



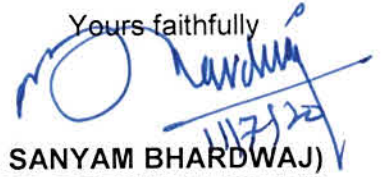
- viii. Board will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent upon the delay in communication for reasons beyond control.
- ix. NO APPLICATION BE ACCEPTED WITHOUT FEE.
- x. INCOMPLETE APPLICATIONS BE SUMMARILY REJECTED.
- xi. REQUEST FOR OBTAINING PHOTOCOPY OF THE EVALUATED ANSWER BOOK WILL ONLY BE ACCEPTED ONCE. ANOTHER CHANCE WILL NOT BE GIVEN.

3. **RE-EVALUATION OF EVALUATED ANSWER BOOK**

- i. Request shall be entertained only for theory portion in all the subjects @ Rs.100/- per question.
- ii. Candidate shall be permitted to apply only once. Second request for additional questions shall not be accepted.
- iii. Applicant shall have to refer to the marking scheme in the subject concerned which would be available on the website alongwith the question paper and then submit application for re-evaluation in the desired question(s) with reasoning.
- iv. Re-evaluation shall be done at the Regional Office level.
- v. An isolated room/hall should be identified where the re-evaluation work will be done.
- vi. The room/hall so identified should be fitted with IP enabled recording cameras so that any Authority may watch the activities being conducted in the room/hall and also be recorded.
- vii. The room/hall should also be preferably fitted with a biometric attendance machine and identification of all the experts involved in the work should be recorded at the time of each entry and exit. Also, proper record in a register be maintained.
- viii. The application submitted by the candidate(s) for re-evaluation alongwith scanned answer book be referred to a Committee of two examiners/expert.
- ix. During the process of re-evaluation, preferably a team of 02 Observers be appointed to ensure transparency. Each Observer be paid sitting allowance of Rs.1500/- per day plus conveyance charges and refreshment/ lunch charges as per rules of Board.
- x. Expert/Examiner be paid @ Rs.25/- per question per expert besides conveyance charges and refreshment as per Board rules.
- xi. **Re-evaluation results be finalized with the concurrence of the Committee of subject experts/Examiners and shall be final. No appeal or review against the re-evaluation be entertained.**

- xii. Increase or Decrease even by one mark shall be affected.
- xiii. In cases where marks are increased or decreased, a fresh marks statement shall be issued to such candidates after the candidate(s) surrendering the old Marks Statement.
- xiv. Board shall not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent to the revision of marks or delay in communication for reasons beyond control.
- xv. Decision of the Competent Authority of the Board on the marks awarded shall be final and binding on the candidate.

Yours faithfully



(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS

**ANNEXURE – I**

**PROBABLE SCHEDULE FOR VERIFICATION OF MARKS,  
OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS  
AND  
RE-EVALUATION FOR  
CLASS – XII EXAMINATIONS- 2020**

S.No.	Activity	Duration	Fee
<b>VERIFICATION OF MARKS:</b>			
1	Applying online	17 <sup>th</sup> July, 2020 (Friday) To 21 <sup>st</sup> July, 2020 (Tuesday) upto 5.00 PM	Rs.500/- per subject
<b>OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS:</b>			
2	Applying online	1 <sup>st</sup> August, 2020 (Saturday) To 2 <sup>nd</sup> August, 2020 (Sunday) upto 5.00 PM <small>Note:- Online processes can be done on holidays too.</small>	Rs.700/- per answer book
<b>RE-EVALUATION</b>			
3.	Applying online	6 <sup>th</sup> August, 2020( Thursday) To 7 <sup>th</sup> August, 2020(Friday) upto 5.00 PM	Rs.100/- per question

2





