



OFFICE OF THE CONTROLLER OF EXAMINATION  
**JAMIA MILLIA ISLAMIA**

(A Central University by an Act Parliament)  
 JAMIA NAGAR, NEW DELHI - 110025

*Distance Mode*

**APPLICATION FOR RE-EVALUATION OF ANSWER SCRIPT (S)**  
 (Particulars should be filled in by the candidate in his/her own handwriting)

- A. Name of candidate (in Block letters).....  
 Roll No.....Enrolment No.....  
 Name of the Programme / Exam.....Part.....(Annual 200.....  
 Particulars of papers in which Re-evaluation is required is given below:

	Course / Paper (see Paras 5 & 12)	<u>MARKS</u>		<u>Result</u>
		Obtained out of	<u>Aggregate</u>	
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....

Note :- Original Statement of Marks (Marks-sheet) together with a photostat copy should be attached herewith.

**B. DECLARATION:**

- (i) I have carefully read ordinance regarding re-evaluation and I agree to abide by the same.  
 (ii) I also undertake to accept the final result to be declared by the Controller of Examinations, Jamia

Date.....

.....  
 Signature of the Candidate

Present Address.....

.....  
 .....

- C. Amount of Fee of Rs. ....paid Vide Receipt No / DD No.....  
 Name of the Bank.....Date.....(Receipt / DD attached)  
 (see Paras 1, 3 & 6 printed –overleaf)

Received application form of Mr. / Ms.....

Class.....(Distance Mode) for Re-evaluation.

Date.....

for Controller of Examinations

## ORDINANCE FOR RE-EVALUATION OF ANSWER-SCRIPTS

1. (a) Any candidate intending to apply for Re-evaluation for Answer script(s) of any Paper, Subject of his/her written examination, may do so on the prescribed application form within ONE MONTH of the declaration of the result in each case.  
(b) However, the Re-evaluation of scripts will not be allowed in more than ONE-THIRD of written papers up to the maximum of three papers (whichever is less) of an Annual Examination.
2. The application for Re-evaluation shall be made once only in respect of the papers of an examination in which re-evaluation is required.
3. No application for re-evaluation shall be, entertained beyond the prescribed time limit under any circumstances whatsoever.
4. Each application for re-evaluation shall be accompanied by the "ORIGINAL STATEMENT OF MARKS issued to the candidate. The photo copy of the statement of marks/grades will be returned to the candidate after proper endorsement of the same to the effect that the candidate's result is under consideration and that **he/she will accept the final result to be declared by Jamia** as a result of re-evaluation applied for by him/her.
5. Re-evaluation shall not be permitted in the case of Practical Examination, internal evaluation, Viva-Voce, as also the answer scripts of any examination which have already been valued in full by joint Examiners/Board of Examiners.
6. The candidate applying for Re-evaluation shall be required to pay a fee of Rs.150/- per paper or part thereof. No refund will be made in any case.
7. The merit list, declared in the result of the respective examination will not be disturbed due to re- evaluation of scripts.
8. If there be any change in the result of the Examination due to Re-evaluation of answer scripts, no examinee can complain in the Court of Law or any action can be taken against the examiner concerned.
9. If the award of the re-evaluator varies from the original award up to and Including  $\pm 5\%$  of the maximum marks, secured earlier, the original award will stand, If a candidate secures more than  $\pm 5\%$  and less than or equal to 20% of marks, the marks awarded by the re-evaluator will be final. if a candidate secures more than 20% of marks (plus or minus) in re-evaluation the answer- script will be sent to the 3rd examiner. The average of the marks awarded by the 2nd and 3rd examiners will be taken and it will be final.
10. All cases of re-evaluation of script shall be reported to the Examination Committee.
11. Application for re-evaluation of answer-scripts of only Annual Examination shall be accepted.
12. Answer-scripts of those who appeared for Improvement of the Division or Percentage shall be final and are not subject to Re-evaluation.

- NOTE:** (a) Demand Draft of Rs. 150/- per course should be in favour of “**Jamia Millia Islamia , New Delhi**” and payable at New Delhi. Please send all the documents and demand draft for re-evaluation to “**The Controller of Examinations, Jamia Millia Islamia, New Delhi.**”
- (b) Students must fill separate forms attaching separate Demand Draft for papers of different parts.
- (c) Postal Charges: If the certificate / Marksheet etc is required by post then you must send your forms accompanied by a self addressed envelope bearing Indian stamps of Rs. 30/-only.