

## **VERIFICATION OF MARKS**

The institute has been providing facility of Verification of Marks to the candidates on their request as per regulation 42(2) of the CS Regulations, 1982.

### **GUIDELINES FOR PROVIDING VERIFICATION OF MARKS UNDER REGULATION 42(2) OF THE CS REGULATIONS 1982**

(As amended by the Council in its 299<sup>th</sup> meeting held on 23<sup>rd</sup> and 24<sup>th</sup> August, 2023)

1. These Guidelines for proving Verification of Marks in the Answer Book(s) of students are applicable from December, 2019 session of Examinations as amended time to time. Under these Guidelines, a candidate can seek Verification of Marks in his/her evaluated Answer Book(s) of Company Secretaries Examination.
2. A Student who wishes to verify his/her marks in the Answer Book(s) of any subject(s) of a particular session of Examination shall apply for Verification of Marks under Regulation 42(2) of the CS Regulations 1982 on-line through Student login on the ICSI Portal using the prescribed application form together with requisite fee within twenty-one days (21 days) from the date of Declaration of the Result.
3. Fee of ₹250 per subject/Answer Book is payable for Verification of Marks.
4. Application form without requisite fee and missing complete particulars shall not be entertained.
5. Before providing the result of verification of marks in the Answer Book(s) to a candidate on his/her request, if it is noticed that Answer(s) to any sub-question(s)/question(s) of his/her Answer Book(s) has/have inadvertently remained unevaluated or there is some posting or totaling error, the Institute would rectify such omission and commission and communicate the revised marks/result to the student.
6. Re-evaluation of Answer(s)/ Answer Book(s) is not permissible under Regulation 42(2).
7. If any error is found at any point of time as provided in Para 5 above, the Institute shall have *suo moto* power to rectify the same.

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