

**DIRECTORATE OF EXAMINATION
FREQUENTLY ASKED QUESTIONS (FAQS)
(REVISED AS ON 25TH FEBRUARY, 2016)**

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VERIFICATION OF MARKS

REPLY TO Q.1

Yes. The Institute provides the facility of verification of marks obtained by a candidate in a particular session of examination. In terms of regulation 46 (2) of the Company Secretaries Regulations, 1982, as in force, a candidate can seek 'Verification of Marks' in any subject(s) within one month from the date of declaration of results.

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REPLY TO Q.2

An application for the verification of marks can be filed through either online or offline mode. The detailed procedure for applying under both the modes has been hosted on the website of the Institute www.icsi.edu at <https://www.icsi.edu/Examination.aspx>

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REPLY TO Q.3

A candidate intending to apply for verification of marks is required to submit an application for the same within a period of thirty days (one month) from the date of declaration of result for the session of examination in which s/he has appeared.

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REPLY TO Q.4

Yes. The Institute provides the facility of submitting applications for verification of marks through online mode. The facility of online filing of application has been provided with an objective of easing the process of 'Verification of marks' for candidates. A notification detailing the set of activities pertaining to the same has been hosted on the website of the Institute: www.icsi.edu

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REPLY TO Q.5

Under the offline mode, the application for verification of marks should be made by interested candidates in the prescribed form (available on the website), duly filled in by them together with requisite fee @ ₹250 per subject **within 30 days (one month)** from the date of declaration of results. The application for seeking verification of marks should invariably include — (i) Name; (ii) Roll Number; (iii) Registration Number; (iv) Stage and Module(s) of examination; (v) Subject(s) in which verification of marks sought; (vi) Amount of fee paid @ ₹250 per subject by way of demand draft favouring '*The Institute of Company Secretaries of India*', payable at New Delhi; (vii) Demand Draft Number, Date, Amount and Drawee's Bank; and (viii) complete postal address of candidates with Phone/Mobile Number(s) and e-mail id(s).

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REPLY TO Q.6

The application for verification of marks duly completed in all respects should be superscribed “**Application for Verification of Marks**” and sent within one month from the date of declaration of results, addressed to **Dr. S. K. Dixit, Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector-62, NOIDA – 201 309 (U.P.)**. Candidates in their own interest are advised to send the application by Speed/Registered Post or Courier to ensure the receipt of the same at the Institute and may keep the photocopy of the application form and demand draft for future reference, if any. Further, they can also submit their applications at Regional/Chapter Office. **Candidates are advised not to club any other query/matter or remittance of fees along with their applications for verification of marks to facilitate an early reply.**

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REPLY TO Q.7

Normally, **two months** are taken for the processing and disposing of applications for verification of marks from the date of receipt of the applications in the Directorate of Examinations of the Institute.

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REPLY TO Q.8

On receipt of application in Directorate of Examinations, the status of application for verification of marks is shown on the website: www.icsi.edu. After completion of verification process, outcome of the verification of marks is also hosted on the Institute’s website and the candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number and also download a copy of the reply letter instantly in case of no change in his/her marks or result position from the link given to this effect. However, in case of any change/revision in marks in any subject(s) and/or result of a particular Module/Stage of Examination, separate communication to that effect will be sent to the candidate concerned through Speed Post.

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REPLY TO Q.9

If a candidate does not receive any information from the website/communication within sixty days from the date of submission of application, s/he may send an e-mail at: exam@icsi.edu addressed to **The Joint Secretary (Exams.)** giving relevant details – (i) Name; (ii) Student registration number and Roll Number; (iii) Stage and module(s) of examination (iv) Subject(s) in which verification of marks was sought; (v) Date of application and mode of its submission; (vi) Amount of verification fee and mode of its remittance; (vii) Complete postal address along with PIN Code; (viii) E-mail id; and (ix) Mobile/ Telephone Number.

Once this e-mail is received by the Directorate of Examinations, the details shall be verified and candidates concerned would be communicated.

INSPECTION/SUPPLY OF CERTIFIED COPIES OF ANSWER BOOKS

REPLY TO Q.10

Yes. Candidates can inspect or obtain the certified copies of their answer books as per the Guidelines and procedures prescribed to this effect and hosted on the website of the Institute at https://www.icsi.edu/portals/0/Guidelines_Rules_And_Procedures_for_providing_Inspection_or_Supply_of_Certified_Copies_Application_form.pdf

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REPLY TO Q.11

Candidates often use the terms verification of marks, inspection and supply of certified copies of answer book(s) interchangeably. However, there is a striking difference amongst these three concepts :

a) *Verification of marks* : On receipt of duly completed application, the Institute verifies the answer books for any totalling or posting error and any questions/answers that might have inadvertently remained unevaluated. If such an error is noticed, the Institute gets such omission and commission rectified and communicates the revised marks/result to the candidate. However, candidates are not allowed to have any access to their answer books.

b) *Inspection of answer books* : In case of receipt of application for inspection of answer books, the Institute checks the answer books of the candidates concerned in the same manner as is done in the case of verification of marks. Once the Institute has completed the process on its part, the candidate is informed to personally visit the Directorate of Examinations of the Institute at Noida office at a specific date and time to inspect the scanned copy(ies) of the answer book(s) for self assessment. However, the candidates are not provided copy of their answer book(s) for future reference.

c) *Supply of certified copies* : The process of supply of certified copies of answer books is by and large similar to that of inspection of answer books. While in inspection, the candidate has to personally visit the ICSI Noida office for inspection; in case of supply of certified copies, scanned copy(ies) of the answer book(s) in *pdf* format is hosted on the Institute's website which can be accessed through a secure login ID and password by the candidates.

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REPLY TO Q.12

A student who wishes to inspect and/or obtain certified copy(ies) of his/her answer book(s) of any subject(s) of a particular examination shall apply on the prescribed application form together with (a) requisite fee; and (b) self-attested photocopy of his/her Admit Card (Roll No.) or Student Identity Card and despatch/submit the same with the Institute within 45 days from the date of declaration of the result.

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REPLY TO Q.13

The envelope containing the Application Form, duly completed in all respects, together with the requisite fee and photocopies of the supporting documents, as mentioned above, shall be superscribed “**Application for providing Inspection/Supply of Certified Copies of Answer Books**” and sent to :

Dr. S. K. Dixit
Joint Secretary
Dte. of Examinations
The Institute of Company Secretaries of India
C-37, Institutional Area, Sector-62
NOIDA – 201 309

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REPLY TO Q.14

No. As of now, the facility of online filing of application is provided for verification of marks. The application for providing inspection/supply of certified copies has to be submitted through offline mode only.

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REPLY TO Q.15

A fee of **₹450 per subject** and **₹500 per subject** is to be paid for providing inspection and supply of certified copies of answer books respectively. The fee shall be paid by way of demand draft drawn in favour of the “Institute of Company Secretaries of India” payable at New Delhi.

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REPLY TO Q.16

Yes. Before providing inspection and/or supplying certified copy(ies) of answer book(s) to students on their request, the applications are processed as per the prescribed guidelines in this regard. While processing the application, if it is noticed that any sub-question/question of the answer book(s) has inadvertently remained unevaluated or there is some posting or totalling error, the Institute shall rectify such omission and commission and communicate the revised marks/result to the student.

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REPLY TO Q.17

No other person except the student concerned would be allowed to inspect the answer book(s) on the designated date and time as communicated by the Institute. Similarly, on receipt of certified copy(ies) of the answer book(s), the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s). Also, the inspection done and/or certified copies of the answer books supplied to the student shall be for his/her exclusive self-inspection and personal reference only.

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REPLY TO Q.18

No. During inspection of the answer book(s), no queries regarding answers written by the candidates or award of marks shall be entertained.

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REPLY TO Q.19

Application Form without requisite fee, supporting documents and complete particulars shall not be entertained.

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REPLY TO Q.20

Candidates' applications for inspection/supply of certified copy(ies) are normally processed within two months from the date of their receipt in the Directorate of Examinations of the Institute.

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REPLY TO Q.21

After processing the applications as per the prescribed guidelines, the status of the application is hosted on the Institute's website: www.icsi.edu and the candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number.

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MERIT-CUM-MEANS ASSISTANCE SCHEME

REPLY TO Q.22

Yes. The Institute has a scheme in place called the Merit-Cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 under which financial assistance is provided to economically needy candidates to enable them to pursue the Company Secretaryship Course. The merit-cum-means assistance is awarded to such economically needy and meritorious candidates on the basis of their performance in Foundation Programme or Executive Programme examinations, as per the criteria stipulated under the said scheme.

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REPLY TO Q.23

The Guidelines as well as prescribed application form for this scheme are available on the website of the Institute : www.icsi.edu at <https://www.icsi.edu/WebModules/LinksOfWeeks/MeritcumMeans.pdf>

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REPLY TO Q.24

The candidates who have passed all the papers of Foundation Programme/ Executive Programme examination at one sitting, in the first attempt, without claiming exemption in any subject and secured at least a minimum of 50% marks in the aggregate are eligible to apply subject to other conditions specified under this scheme.

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REPLY TO Q.25

If the candidate is employed or having an independent source of income, then his/her income should not be more than ₹2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than ₹3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme. The candidate should have no other source from which any assistance/scholarship is received simultaneously while pursuing the company secretaryship course.

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REPLY TO Q.26

In pursuance of para 8 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme per session to registered students.

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REPLY TO Q.27

The candidate selected for the award of assistance will get **₹500 per month** and will also be exempted from payment of education fees and examination fees.

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REPLY TO Q.28

According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute’s website at https://www.icsi.edu/WebModules/LinksOfWeeks/MCM_APPL_FORM.pdf (OR obtained from the Institute free of cost by sending a self-addressed stamped envelope, and submit his/her application within a specified date as notified from time to time).

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REPLY TO Q.29

The financial assistance of a period of ten (10) months shall commence from the month following the month of declaration of result and on registration as a student and last up to and including the month in which the candidate for the first time normally becomes eligible to appear in immediate next Executive/Professional Programme examination, as the case may be. However, if a candidate registers himself/herself immediately after declaration of results in the same month itself, s/he shall also be eligible for grant of exemption from payment of Education Fee from that month.

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REPLY TO Q.30

The benefits accruing from this assistance scheme shall continue for the period specified above, subject to the following conditions:

- a. That the student consciously and diligently pursues the studies and complies with all the requirements and formalities as may be specified by the Institute from time to time.
- b. That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.
- c. That the conduct of the candidate is found satisfactory as provided in Regulation 27 of the 'Company Secretaries Regulations, 1982.

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MERIT SCHOLARSHIP SCHEME

REPLY TO Q.31

The Institute awards "Merit Scholarships" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations on their passing Foundation Programme or Executive Programme examinations, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983".

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REPLY TO Q.32

The scheme is intended to recognise meritorious performers in the Institute's examinations and accordingly provide scholarships to meritorious candidates to pursue studies for the Executive Programme or Professional Programme examinations of Company Secretaryship course.

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REPLY TO Q.33

The Guidelines for this scheme are available on the website of the Institute www.icsi.edu at the following link:

<https://www.icsi.edu/WebModules/LinksOfWeeks/MeritScholarship.pdf>

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REPLY TO Q.34

The candidates who have passed all the papers of Foundation Programme/ Executive Programme examination at one sitting, in the first attempt, without claiming exemption in any subject and secured at least a minimum of 55% marks in the aggregate are eligible under this scheme.

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REPLY TO Q.35

In pursuance of para 7 of the “Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme examinations per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

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REPLY TO Q.36

During the period of assistance, the candidate selected for the award of assistance will get **₹750 per month**.

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REPLY TO Q.37

The grant of scholarship shall commence from the month following the month of declaration of results of the Foundation/Executive Programme examination and shall last up to and including the month in which the candidate, for the first time, be normally eligible to appear in the immediate Executive/Professional Programme examination, as the case may be, OR 12 months, whichever is earlier.

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REPLY TO Q.38

The benefits accruing from this assistance scheme shall continue for the period specified above, subject to the following conditions:

- a. That the student consciously and diligently pursues the studies and complies with all the requirements and formalities as may be specified by the Institute from time to time.
- b. That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.
- c. That the conduct of the candidate is found satisfactory as provided in Regulation 27 of the 'Company Secretaries Regulations, 1982.

The scholarship so provided may be recovered, withdrawn or cancelled, at the discretion of the Institute, if at any time it is found that a candidate is violating any/all of the abovementioned conditions.

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DUPLICATE RESULT-CUM-MARKS STATEMENT

REPLY TO Q.39

Candidates may apply for the duplicate result-cum-marks statement as per the procedure in the prescribed application form available on the website at <https://www.icsi.edu/WebModules/LinksOfWeeks/Duplicate%20Result-Cum-Marks%20Statement.pdf>

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REPLY TO Q.40

A fee of **₹100 per duplicate result-cum-marks statement** of previous examination(s) is payable in Cash/by Demand Draft drawn in favour of the "Institute of Company Secretaries of India" payable at New Delhi.

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REPLY TO Q.41

Yes. The abovementioned prescribed fee of ₹100 per duplicate result-cum-marks statement of previous examination(s) is payable after the expiry of three (3) months from the date of declaration of results of that examination. Therefore, an application made prior to the completion of the three months from the date of declaration of result period does not require the payment of any fee on the part of the candidate.

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REPLY TO Q.42

No. From June 2011 session onwards, candidates of Foundation/Executive Programme Examinations are advised to download their e-result-cum-marks statement from the website of the Institute.

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REPLY TO Q.43

Yes. Either the candidate can send a self-addressed envelope affixing a postal stamp of ₹40 or the Demand Draft should be made inclusive of the amount of speed post *i.e.* **₹40 to be sent along with the application.**

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REPLY TO Q.44

The envelope containing application for duplicate result-cum-marks statement should be superscribed "**Application for issue of duplicate result-cum-marks sheet**" and addressed to the following :

**Dr. S. K. Dixit
Joint Secretary (Exams.)
The Institute of Company Secretaries of India
C-37, Institutional Area, Sector-62
NOIDA-201 309**

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REPLY TO Q.45

Duplicate result-cum-marks statement will be issued within 10 working days of receipt of application.

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