

FAQ FOR PROVIDING VERIFICATION OF MARKS, INSPECTION AND/OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S)

A candidate who wishes to apply for verification of marks, inspection and/or obtain certified copy(ies) of his/her answer book(s) of any subject(s) of a particular examination, can apply through on-line mode within 21 days for verification of marks and 30 days for inspection or certified copy(ies) from the date of declaration of the result.

On-Line Mode Procedure: For submitting application through on-line mode, candidates are advised to follow the procedure hosted on the Institute's website www.icsi.edu at the link given below:

[https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf](https://www.icsi.edu/webmodules/Verification%20of%20Marks%20of%20CS%20Exam.pdf)

Many times, it has been observed that the candidates are confused with the procedure regarding verification of marks, inspection or getting certified copies of their evaluated answer book(s). Therefore, it is advisable that the candidates must understand the procedure to be followed, while applying for verification of marks, inspection and supply of certified copies of answer book(s) as detailed below:

Particulars	Verification of Marks	Inspection of answer books	Supply of certified copies of answer books
Meaning	Any Candidate who is not satisfied with the marks obtained in the Examination or feels that the marks obtained are not as per his/her expectations, may apply for Verification of Marks after the declaration of the result within the prescribed time period. Answer Books are verified to confirm if all Questions/ Sub-Questions are evaluated & awarded Marks and there is no error of totaling or posting of Marks and that result is computed correctly. If any error is noticed, the Institute will rectify such omission and commission and will communicate the revised marks/result to the Candidate. No revaluation of Answers/ Answer Book(s) is permitted.	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/photocopy of their Answer Book(s) for future reference.	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 website. The Candidates are provided a secured login ID and password through email and SMS by the Institute to access the pdf file and take print out of the same for their reference.

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Timeline for applying	21 days (Twenty days) from the date of declaration of result.	30 days (Thirty days) from the date of declaration of result.	30 days (Thirty days) from the date of declaration of result.
How to apply?	Candidates can apply through their student account on SMASH portal of the Institute. The link for SMASH portal is: https://smash.icsi.edu/scripts/login.aspx Also, Candidates can check the link below to access the user manual: https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf	Candidates can apply through their student account on SMASH portal of the Institute. The link for SMASH portal is: https://smash.icsi.edu/scripts/login.aspx Also, Candidates can check the link below to access the user manual: https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf	Candidates can apply through their student account on SMASH portal of the Institute. The link for SMASH portal is: https://smash.icsi.edu/scripts/login.aspx Also, Candidates can check the link below to access the user manual: https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf
What is the mode of application?	Online	Online	Online
What is the fee?	Rs. 250 per subject.	Rs. 450 per subject.	Rs. 500 per subject.
Processing of the applications by the Institute.	Answer Books are verified to confirm if all Questions/ Sub-Questions are evaluated & awarded Marks and there is no error of totaling or posting of Marks and that result is computed correctly. If any error/omission/commission is noticed, the Institute will rectify such omission & commission and will communicate the revised marks/result to the Candidate. No revaluation of Answers/ Answer Book(s) is permitted under CS Regulations 1982 as in force.	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. In addition to that the Candidates have to personally visit the ICSI Noida office at own expenses for inspection of certified true copies of their answer books applied for at the stipulated date and time allotted to the candidates and communicated through e-mail and speed post. No revaluation of Answers/ Answer Book(s) is permitted under CS Regulations 1982 as in force.	In case of receipt of application for Certified Copy(ies) 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. In addition to that, scanned copy(ies) of the Answer Book(s) are hosted on the website. The Candidates are provided a secured login ID and password through email and SMS by the Institute to access the scanned answer book(s) and take print out of the same for their personal use & reference. No revaluation of Answers/ Answer Book(s) is permitted under CS Regulations 1982 as in force.

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<p>Expected processing time at the Institute's end.</p>	<p>Candidates' application(s) for Verification of Marks are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.</p>	<p>Candidates' application(s) for inspection of Answer Book(s) are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.</p>	<p>Candidates' applications for supply of certified copy(ies) of Answer Book(s) are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.</p>
<p>Communication of outcome to the candidates.</p>	<p>After completion of verification process, outcome of the Verification of Marks is hosted on the Institute's website. The candidates concerned can enquire about the status/outcome of their application by entering their Roll No. or Student Registration Number and also download a copy of the reply letter instantly in case of no change in their marks and 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.</p>	<p>Candidates have to personally visit ICSI Noida office, located at C-37, Sector-62, Institutional Area, Distt-Gautam Budh Nagar, Noida 201309, (U.P.) as per the specified time and date informed to them for inspecting their answer books through email/speed post.</p>	<p>The scanned copy of the answer book(s) shall be hosted on the website of the Institute at the link provided which can be accessed through a secured user id and password. Necessary communication in this regard shall be sent to the candidate concerned on his/her registered e-mail and through SMS.</p>

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<p>Access of status/outcome by candidates.</p>	<p>Candidates can check the status/outcome of their application at official website of the Institute on the weblink given hereunder: https://www.icsi.in/vic/applicationstatus.aspx</p>	<p>Candidates will have to carry Institute's I-Card, copy of E-Admit Card of the relevant session of the examination to establish their identity. No other person except the candidate concerned will be allowed to accompany him/her and will not be allowed to inspect the Answer Book(s) on the designated date and time within Institute's premises as communicated by the Institute. during the process of inspection. During inspection of the answer book(s), no queries regarding answers written by the candidates or award of marks shall be entertained. Copy of the answer book(s) shall not be provided to the candidates after the completion of inspection.</p>	<p>Candidates can take print out of the scanned certified copies of their answer books for personal reference from the link given to this effect from the website. No photo copies of answer book(s) in physical form shall be provided/dispatched to the candidates. No queries regarding award of marks shall be entertained by the Institute. Candidates can check the status/outcome of their application at official website of the Institute on the weblink given hereunder: https://www.icsi.in/vic/applicationstatus.aspx</p>
<p>What could be outcome of the application?</p>	<p>The likely outcome of the Verification of Marks is as under:</p> <ul style="list-style-type: none"> (i) No change in marks and result (ii) Increase in marks that may or may not have an impact on result or exemption in the paper (s), if any (iii) Decrease in marks. 	<p>The likely outcome of the Verification of Marks is as under:</p> <ul style="list-style-type: none"> (i) No change in marks and result (ii) Increase in marks that may or may not have an impact on result or exemption in the paper (s), if any (iii) Decrease in marks. 	<p>The likely outcome of the Verification of Marks is as under:</p> <ul style="list-style-type: none"> (i) No change in marks and result (ii) Increase in marks that may or may not have an impact on result or exemption in the paper (s), if any (iii) Decrease in marks.

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What is the recourse available to a Candidate if no information from the Website/communication is received within Forty Five days from the date of submission of application?	If a Candidate does not receive any information from the website/communication within 45 days from the date of submission of application, he/she may send an email at: vom@icsi.edu addressed to The Joint Director (Exams.) giving relevant details of the application. Once this e-mail is received by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.	If a Candidate does not receive any information from the website/communication within 45 days from the date of submission of application, he/she may send an email at: vom@icsi.edu addressed to The Joint Director (Exams.) giving relevant details of the application. Once this e-mail is received by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.	If a Candidate does not receive any information from the website/communication within 45 days from the date of submission of application, he/she may send an email at: vom@icsi.edu addressed to The Joint Director (Exams.) giving relevant details of the application. Once this e-mail is received by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.
Can fee paid once be refunded?	Fees paid once will not be refunded under any circumstances.	Fees paid once will not be refunded under any circumstances.	Fees paid once will not be refunded under any circumstances.
Restrictions	The inspection done and/or certified copies of the answer books supplied to the student shall be for his/her exclusive self-inspection/ personal reference and guidance only. Under no circumstance, the answer book(s) so supplied under these guidelines shall be made accessible by the candidate to any other person. Sharing copy of answer book(s) to any other person or in public domain/social media and/or making comments on evaluation of answer book(s) are strictly prohibited. Any act of violation of any instruction, shall be treated as misconduct under the CS Regulations, 1982 as in force and liable for penal actions.		

N.B:

1. In case of any doubt/ clarification, candidates may feel free to contact at: vom@icsi.edu.
2. The candidate should not share/mail the scanned copy of their answer book(s) with anyone including the Institute for any communication. In case of any grievance, they are advised to write the Institute without attaching the scanned copy of their answer book.
3. Students are advised to enroll for the next session of examination in time without waiting for the outcome of their verification of marks, inspection and/or supply of certified copy(ies) of answer book(s). In case there is change in result, the examination fee paid for that particular module(s) shall be either refunded or adjusted against future payments.
