FAQ FOR PROVIDING VERIFICAITON 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

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
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.

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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 get such omission and commission rectified and 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 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 at own expenses. 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.
Expected processing time at the Institute's end.	Normally it takes 6 – 8 weeks from the date application received in the Directorate of Examinations.	Normally it takes 6 – 8 weeks from the date application received in the Directorate of Examinations.	Normally it takes 6 – 8 weeks from the date application received in the Directorate of Examinations.
Communication of outcome to the candidates.	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	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.	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.

Particulars	Verification of Marks	Inspection of answer books	Supply of certified copies of answer books
	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.		
Access of outcome by candidates.	Candidates can check the status/outcome of their application at official website of the Institute.	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 will be allowed to accompany him/her 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.	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.
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.

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