

PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY (IES) OF ANSWER BOOK(S) TO STUDENTS

The Institute has been providing the facility of inspection or supply of certified copies of answer book(s) to the candidates on their request as per Guidelines, Rules and Procedures framed by the Institute in this regard. The “Guidelines, Rules and Procedures for Providing Inspection and/or Supply of Certified Copy (ies) of Answer Book(s) to students” and the format of the application are given below.

GUIDELINES, RULES AND PROCEDURES FOR PROVIDING INSPECTION AND/ OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S) TO STUDENTS

(As amended by the Council in its 268th meeting held on 12th & 13th March 2020)

1. These guidelines, rules and procedures for providing inspection and/or supply of certified copy(ies) of answer book(s) to students will be applicable beginning from June, 2020 session of examinations onwards. Under these guidelines, a student can seek inspection and/or supply of certified copy (ies) of his/her evaluated answer book(s).
2. 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 either on-line through the website of the Institute or off-line 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 so as to reach the Institute within 30 days from the date of declaration of the result.
3. A student who has inspected or received the photocopy of his/her answer book(s) of any subject/s of a particular examination under the RTI Act, 2005 and wishes to address his/her grievances in respect of any error(s) or inconsistency in valuation of answer books, if any, should apply off-line 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 so as to reach the Institute within the 60 days from the date of declaration of result or 15 days of inspection or receipt of photocopy of the answer book whichever is earlier.
4. Fee of ₹500 per subject/answer books is payable for supply of certified copy(ies) of answer book(s) and ₹450 per answer book for providing inspection thereof respectively. In case of off-line application, the fee shall be paid through Demand Draft drawn in favour of “The Institute of Company Secretaries of India”, payable at New Delhi.
5. The off-line application form, duly completed in all respect, together with the requisite fee and photocopies of the supporting documents, as mentioned in para 2/3 above, shall be superscribed “Application for providing Inspection/Supply of Certified Copies of Answer Books” and sent to:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
C-37, Sector – 62, Institutional Area
NOIDA – 201 309 (U.P.)
6. Off-line application form without requisite fee and supporting documents and complete particulars, as indicated above, shall not be entertained.
7. Before providing inspection and/or supplying certified copy(ies) of answer book(s) to a student 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 totalling error, the Institute would rectify such omission and commission and communicate the revised marks/result to the student. However, it may be noted that re-valuation of answers is not permissible under Regulation 42(2).
8. 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.
9. No other person except the student concerned would be allowed to inspect his/her 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).
10. If any error is found at any point of time as provided in para 7 above, the Institute shall have *suo motu* power to rectify the same.

APPLICATION FORM FOR PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY (IES) OF ANSWER BOOK(S)

(Before filling-up this form, please go through the Guidelines, Rules and Procedures)

Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
C – 37, Sector-62, Institutional Area
NOIDA – 201 309 (UP)

Dear Sir,

I, the undersigned, request you to provide me inspection/certified copy(ies) of my answer book(s) as per details given below:

PART-A

1.	Name of Student:				
2.	Student Registration No.:				
3.	Complete Correspondence Address:				
		PIN CODE:			
		MOBILE :			
4.	E-mail id:				
5.	Specify your request for: (by ticking(✓) the appropriate box)	Providing inspection of my answer book(s)	Supply of certified copy(ies) of my answer book(s)		
6.	Details about appearance in the subjects of examination for which copy(ies) of answer book (s) is/are requested:	Stage & Session of Exam.	Roll No.	Name of the Subject(s)	Marks Obtained
7.	Details of fee remitted: (i) Rs.500/- per subject/answer book for supply of certified copy(ies); and (ii) Rs.450/- per answer book for seeking inspection.	Demand Draft No.	Date	Name of the Issuing Bank	Amount (Rs.)

PART-B

Have you applied for Verification of Marks also? YES / NO *(Tick the appropriate choice)*

I have read the prescribed guidelines, rules and procedures and the same are acceptable to me.

My Email-ID, Mobile Number and Correspondence Address are the same as registered on my student's portal of ICSI.

I hereby undertake that I am a *bona fide* student of the Institute and the above answer book(s) belong to me. For this purpose, I am enclosing self-attested photocopy of my Admit Card (Roll No.)/ Student Identity Card issued to me by the Institute. In case, any particulars or statement is found to be false, the Institute may take appropriate action against me, as deemed fit.

Yours faithfully,

(Signature)

Place: _____

Date: _____

Name: _____

APPLICATION PROCEDURE FOR PROVIDING INSPECTION OR SUPPLY OF CERTIFIED COPY(IES) OF ANSWER BOOK(S)

A candidate who wishes to inspect and/or obtain certified copy(ies) of his/her answer book(s) of any subject(s) of a particular examination, can apply either through **on-line** or **off-line** mode **within 30 days 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

Off-Line Mode Procedure: In case any candidate wishes to apply for inspection or supply of certified copies of answer book(s) through off-line mode, he/she can download the Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post addressed to *The Joint Secretary, Dte. of Examinations, The Institute of Company Secretaries of India, C-37, Sector 62, Institutional Area, NOIDA – 201 309 (U.P.)*. Candidates can also submit their applications at Regional/Chapter/Head Office (Noida).

Many times it has been observed that the candidates are confused with the procedure regarding 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 inspection and/or supply of certified copies of answer book(s) as detailed below:

S. No.	Inspection of answer books	Supply of certified copies of answer books
1.	Under Inspection, candidates can physically inspect the certified true photo copies of their answer books applied for.	In the case of providing certified copies of answer books, the certified true copies of the same in <i>pdf</i> format shall be uploaded on the website of the Institute at the link provided; and candidates can take print out of the scanned certified copies of the answer books for their personal reference.
2.	Candidates can apply for inspection of their answer books either through on-line or off-line mode as per the prescribed procedure.	Candidates can apply for certified copies of answer books either through on-line or off-line mode as per the prescribed procedure.
3.	The prescribed fee for inspection is ₹450 per subject. If any candidate wishes to apply for Inspection of Answer Book(s) through off-line mode, he/she can download the prescribed Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The fee can be paid through Demand Draft drawn in favour of <i>“The Institute of Company Secretaries of India”, payable at New Delhi.</i>	The prescribed fee for supplying certified copies of answer books is ₹500 per subject. If any candidate wishes to apply for supply of Certified Copy(ies) of Answer Book(s) through off-line mode, he/she can download the prescribed Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The fee can be paid through Demand Draft drawn in favour of <i>“The Institute of Company Secretaries of India”, payable at New Delhi.</i>
4.	Before providing inspection to the candidates, the answer book(s) shall be processed as per the prescribed Guidelines in this regard.	Before providing certified copies of answer book(s) to the candidates, the same shall be processed as per the prescribed Guidelines in this regard.
5.	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. They 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.	The scanned copy of the answer book(s) in <i>pdf</i> format shall be hosted on the website of the Institute at the link provided which can be accessed through a secured <i>user id</i> and <i>password</i> . Necessary communication in this regard shall be sent to the candidate concerned on his/her registered e-mail and through SMS.

6.	The status/outcome of the application received for providing Inspection of the answer books will be shown on the Institute's website: www.icsi.edu . The candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll Number or Student Registration Number.	The status/outcome of the application received for supply of certified copies of answer books will be shown on the Institute's website: www.icsi.edu . The candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll Number or Student Registration Number.
7.	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 dispatched to the candidates. No queries regarding award of marks shall be entertained by the Institute.

N.B:

1. In case of any doubt/ clarification, candidates may feel free to contact at: exam@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 certified copy. In case there is change in result, the examination fee paid shall be either refunded or adjusted against future payments.
