

FREQUENTLY ASKED QUESTIONS (FAQs) DIRECTORATE OF EXAMINATIONS

Frequently Asked Questions (FAQs) pertaining to the following facilities/guidelines are provided for the reference and information of students:

1. Issue of Duplicate Result-cum-Marks Statement
2. Merit-cum-Means Assistance Scheme
3. Merit Scholarship Scheme
4. Grant of Scribe (Writer) and/or Extra Time to Physically Challenged/Disabled candidates for writing Company Secretaries Examination
5. Prize Awards
6. Verification of Marks
7. Inspection/Supply of Certified Copies of Answer Books

Issue of Duplicate Result-cum-Marks Statement

- Q.1 Does the Institute issue duplicate Result-cum- Marks Statement to the candidates on their request?
- A.1 Yes. Institute issues duplicate Result-cum- Marks Statement on receipt of application in the prescribed format with requisite fee.
- Q.2 What is the procedure for obtaining duplicate Result-cum- Marks Statement?
- A.2 Candidates may apply for the duplicate Result-cum- Marks Statement as per the prescribed procedure given on the website of the Institute at the following link: https://www.icsi.edu/webmodules/Duplicate_Result_cum_MarksStatement.pdf
- Q.3 What is the fee for obtaining duplicate Result-cum- Marks Statement?
- A.3 A fee of Rs.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.
- Q.4. Can a duplicate Result-cum- Marks Statement be obtained without payment of fee?
- A.4 Yes. The abovementioned prescribed fee of Rs.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.
- Q.5 Whether duplicate Result-cum- Marks Statement is issued for all stages of CS examination?
- A.5 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.
- Q.6 What are the documents to be sent along with the application for duplicate Result-cum- Marks Statement?
- A.6 Applicants are required to submit self attested copy of (a) ACS/FCS Certificate or Examination Admit Card issued by the Institute [for members only] and (b) Identity Card issued by the Institute or Aadhar Card, Passport or any other proof of identification and address issued by the Central/State Government (for both members and students) along with the application.

Q.7 Whether the candidate is required to pay any fees over and above the prescribed fee if he/she intends to receive the duplicate Result-cum- Marks Statement by post?

A.7 Yes. Either the candidate can send a self-addressed envelope affixing a postal stamp of Rs.40 or the Demand Draft should be made inclusive of the amount of speed post i.e. Rs.40 to be sent along with the application.

Q.8 To whom should the application be addressed for duplicate Result-cum- Marks Statement?

A.8 The envelope containing application for duplicate result-cum-marks statement should be superscribed "Application for issue of duplicate Result-cum- Marks Statement" and addressed to:

Dr. Sanjay Pandey
Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
C-37, Institutional Area, Sector-62
NOIDA-201 309

Q.9 Within what time the duplicate Result-cum-Marks Statement is issued?

A.9 Duplicate Result-cum- Marks Statement will be issued normally within 10 working days of receipt of application.

Merit-Cum-Means Assistance Scheme

- Q.1 Whether the Institute has any assistance scheme for meritorious students from economically weaker background?
- A.1 Yes. The Institute has a scheme in place known as the Merit-Cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 under which financial assistance is provided to economically needy and meritorious candidates to enable them to pursue the Company Secretaryship Course.
- Q.2 What is the object of this scheme?
- A.2 The scheme is intended to provide financial assistance to economically needy and meritorious candidates to pursue studies for the Executive Programme or Professional Programme of Company Secretaries.
- Q.3 Are there any Guidelines prescribed for the assistance scheme?
- A.3 Yes. The Guidelines of the scheme as well as prescribed application form are available on the website of the Institute : www.icsi.edu at the link <https://www.icsi.edu/Docs/Website/Guidelines%20merit%20cum%20means.pdf>
- Q.4 Who is eligible to apply for financial assistance under the Scheme?
- A.4 The candidates eligible to apply for financial assistance under this scheme should—
- (i) having valid registration as student of the Institute; and
 - (ii) have passed all the papers of Foundation Programme or Executive Programme examination , as the case be, 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; and
 - (iii) have enrolled for pursuing Executive Programme within 3-months from the date of declaration of result in case of passing foundation programme; and
 - (iv) not receiving scholarship from any other source for pursuing the course of Company Secretaries; and
 - (v) having annual income not more than the limit prescribed in the scheme; and
 - (vi) have applied to the Institute in prescribed manner and the application complete in all respect has received in the Institute within the prescribed period.
- Q.5 What is the income limit prescribed for availing financial assistance under this scheme?
- A.5 If the candidate is employed or having an independent source of income, then his/her income should not be more than Rs.2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined family

income from all sources should not be more than Rs.3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

- Q.6 How many candidates are granted financial assistance under this scheme for each session of CS examination?
- A.6 In pursuance of para 8 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, 25 number of eligible students are granted financial assistance for Executive Programme and Professional Programme each per session.
- Q.7 How candidates are selected for grant of financial assistance if the number of applications received in the Institute from the eligible candidates are more than that the prescribed?
- A.7 In case more number of applications are received, the prescribed number of eligible candidates are selected on the basis of their performance in the examination, i.e., on the basis of percentage of marks secured in Foundation Programme / Executive Programme examination, as the case be.
- Q.8 How much amount of financial assistance is granted to selected candidates?
- A.8 The candidate selected for award of financial assistance under the scheme will get Rs.500 per month for a period of 10 months and will also be exempted from payment of education fee and examination fee during the period of assistance.
- Q.9 What is the procedure of applying for grant of financial assistance under this scheme?
- A.9 According to the scheme, a candidate has to apply in the prescribed Application Form which can be downloaded from Institute’s website www.icsi.edu at the link <https://www.icsi.edu/Docs/Website/Application%20Form.pdf> (OR the same may be 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).
- Q.10 What are the documents required to be submitted while applying for grant of financial assistance under the scheme?
- A.10 Candidates are required to submit the following —
- (i) Application Form as prescribed, duly filled-in and complete in all respect, and the same shall reach the Institute within the prescribed time limit.
 - (ii) Attested copies of mark-sheet(s) and certificate(s).
 - (iii) Income certificate, as prescribed, clearly indicating monthly as well as yearly income of the candidate and/or his/her parents/guardian/spouse.
 - (iv) Attested copy of Caste certificate (If applicable).
- Q.11 What is the last date of receiving application in the Institute for grant of financial assistance under the scheme ?

- A.11 Normally the last date of receiving application under the scheme is:
- (i) 25th May for applying on the basis of passing December examination session of preceding year
 - (ii) 25th November for applying on the basis of passing June examination session
- However, the Candidates shall refer the last date prescribed in the notification inviting applications under the scheme for each examination session.
- Q.12 What is the duration for grant of amount of scholarship?
- A.12 The amount of financial assistance is granted for a period of ten (10) months which shall commence from the month following the month of declaration of result and on registration as a student.
- Q.13 What are the conditions for continuance of assistance?
- A.13 The benefits accruing from this assistance scheme shall continue for the period specified above, subject to the following conditions:
- i.) 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.
 - ii.) That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.
 - iii.) That the conduct of the candidate is found satisfactory as provided in Regulation 27 of the 'Company Secretaries Regulations, 1982.
- Q.14 When the Institute makes the announcement inviting application for grant of financial assistance?
- A.14 Institute makes the announcement to this effect for December examination session, in month of February/March next year and for the June examination session, in the month of August/September on the website and also publish the same in its e-bulletin(s) of Student Company Secretary in the month(s) of March/April and September / October respectively.
- Q.15 How the Institute communicates to the students regarding award of scholarship?
- A.15 Selected candidates are informed individually through letter and the list of such candidates is uploaded on the website of Institute: www.icsi.edu
- Q.16 What is the mode of payment of scholarship amount to the students?
- A.16 Institute transfers the scholarship amount directly to candidates' bank account.

Merit Scholarship Scheme

- Q.1 Does the Institute have any provision for awarding scholarship to its meritorious students?
- A.1 Yes. The Institute awards “Merit Scholarships” to its brilliant 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”.
- Q.2 What is the object of this scheme?
- A.2 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 of Company Secretaries.
- Q.3 Are there any Guidelines prescribed for the scheme?
- A.3 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>
- Q.4 Who is eligible for Merit Scholarship?
- A.4 The candidates eligible for grant of merit scholarship under this scheme should—
- (i) have passed all the papers of Foundation Programme or Executive Programme examination , as the case be, 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; and
 - (ii) have valid registration as student of the Institute; and
 - (iii) have enrolled for pursuing Executive Programme within 3-months from the date of declaration of result in case of passing foundation programme; and
 - (iv) have secured position among top 25 candidates each in order of merit in Foundation Programme and Executive Programme Examinations; and
 - (v) not be receiving scholarship from any other source for pursuing the course of Company Secretaries.
- Q.5 How many candidates are granted scholarship under the scheme for each session of CS examination?
- A.5 In pursuance of para 7 of the “Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 number of eligible candidates are awarded scholarship each for Executive Programme and Professional Programme examinations per session of examination.

- Q.6 How much amount is granted to selected candidates for Merit Scholarship?
- A.6 During the period of scholarship, the candidate selected for the award of scholarship will get Rs.750 per month for a period of 10 months.
- Q.7 What is the duration for grant of amount of scholarship?
- A.7 The amount of scholarship is granted for a period of ten (10) months which shall commence from the month following the month of declaration of result and on registration as a student.
- Q.8 What are the conditions for continuance of Merit Scholarship?
- A.8 The benefits accruing from this Scholarship scheme shall continue for the period specified above, subject to the following conditions:
- (i) 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.
 - (ii) That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.
 - (iii) 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 conditions stipulated in the scheme.
- Q.9 Can the student apply for the merit scholarship?
- A.9 There is no need to apply for Merit Scholarship. The Institute itself selects candidates for grant Merit Scholarship on the basis of meritorious performance in the examination and their eligibility.
- Q.10 How the Institute communicates to the students regarding award of scholarship?
- A.10 Selected candidates are informed individually through letter and the list of such candidates is uploaded on the website of Institute: www.icsi.edu
- Q.11 What is the mode of payment of scholarship amount to the students?
- A.11 Institute transfers the scholarship amount directly to candidates' bank account.

Grant of Scribe (Writer) and/or Extra Time to Physically Challenged/Disabled candidates for Writing Company Secretaries Examination

- Q.1 Whether the Institute provides any special facility to physically challenged/disabled persons for writing the examination?
- A.1 Yes. The Institute provides special facility to physically challenged/disabled persons.
- Q.2 Who is a physically challenged/disabled person?
- A.2 The following persons have been categorized as physically challenged/disabled person:
- (i) An orthopedically challenged (OC) person who has -
 - (a) a minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or
 - (b) Loco motor disability, or
 - (c) any form of cerebral palsy, and is so certified by : (i) A Medical Board, or Head of Department or Specialists/Sr. Medical Officer of a State or Central Government Hospital;
 - (ii) Orthopedically challenged person with speech impairment.
 - (iii) Deaf & Hearing Impaired.
 - (iv) Visually Challenged (Blindness or Low Vision)
- Q.3 What are the facilities provided to the physically challenged candidates for writing the CS examination?
- A.3 Physically challenged candidates shall be provided with extra time or scribe (writer) with extra time for writing the CS examination.
- Q.4 What is the percentage and nature of disability for availing the extra time or scribe with extra time?
- A.4 Any physically disabled/challenged candidate having a minimum of 40% physical disability of permanent nature shall be provided writer's help and/or extra time for appearing in Company Secretaries Examination.
- Q.5 Whether a candidate should make separate application in addition to the online application for enrolment for appearing in the examination?
- A.5 Candidates seeking writer's help and/or extra time for appearing in Company Secretaries Examination are requested to submit a separate application in the prescribed format (available on the website of the Institute) in addition to submitting his/her online enrolment application for appearing in the examination.
- Q.6 Should a candidate apply to the Institute in the prescribe form or through email?

- A.6 Candidates should apply to the Institute in the prescribed application form and not through email.
- Q.7 When a candidate should apply to the Institute for availing the facility?
- A.7 Candidates should apply for the facility at least 45 days in advance from the date of commencement of examination in which he/she intends to appear.
- Q.8 What are the documents to be submitted along with application form for availing the facility?
- A.8 The application should be submitted along with following documents duly attested:
- (i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions.
 - (ii) Letter of permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.
 - (iii) Full size photograph showing the disability
- Q.9 Whether the original disability certificate to be forwarded to the Institute along with the duly filled in application?
- A.9 No. The original disability certificate need not be forwarded to the Institute along with the duly filled in application.
- Q.10 Who can attest the copies disability certificate and other documents and photograph?
- A.10 The original medical certificate may be got verified and its photo copy(ies) be attested by the Regional Director/Chairman of the Regional/Chapter Office of the Institute or Gazetted Officer.
- Q.11 Whether the candidate who had already availed the facility in earlier session should again apply for availing the facility for future session(s) of examination?
- A.11 Physically disabled candidates who had been granted facility of writer's help and /extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photograph.
- Q.12 Can an applicant with temporary disability apply and avail the facility?

A.12 Candidates having disablement of temporary nature and/ injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., are not eligible to seek any concession or assistance of scribe and/or extra time.

Q.13 What is the address for sending the application to the Institute?

A.13 The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the following address:

The Joint Secretary

Directorate of Examinations

The Institute of Company Secretaries of India

'ICSI HOUSE', C-37, Sector 62, Institutional

Area NOIDA – 201 309 (U.P.)

Q.14 Whether the Institute communicates to the candidate regarding the facility granted?

A.14 Yes. Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates 8-10 days before the commencement of each examination after the issue of Admit Cards.

Q.15 Whether the candidates can arrange the scribe at his/her end?

A.15 No. Candidates are not required to arrange the scribe at his/her end.

Q.16. Who will provide the scribe for writing the examination?

A.16 The Institute through the Superintendent of the examination centre shall provide the scribe to candidate.

Q.17 What are the criteria of qualification of the scribe?

A.17 The academic qualification of a 'scribe' to write the examination on behalf of a physically challenged candidate should be one grade lower than the qualification possessed by the candidate enrolled for appearing in CS examination.

Q.18 How much extra time is provided to the disabled candidates?

A.18 Every candidate with specified disability, whether using scribe or not, shall be provided 20 (twenty) minutes extra time for every hour of examination.

Q.19 Whether the candidates provided with scribe is entitled for extra time?

A.19 Yes. Candidates provided with scribe is also entitled for the extra time as stated above.

Q.20. Whether the candidate is required to pay any extra fees for availing the facility of scribe?

Ans.20. No. Candidate is not required to pay any extra fees for availing the facility of scribe.

Q.21. Can the application for grant of scribe and/extra time be sent along with other correspondence?

Ans.21. No. For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

Prize Awards

Q.1 What are objectives of Prize Award?

A.1 The aim of introducing prize awards is to generate healthy competition amongst talented students and inspire them to show brilliant performance in examinations, recognize their accomplishments publicly and further encourage them to achieve excellence of higher order at various stages of 'Company Secretaryship' examinations.

Q.2 Are there any guidelines prescribed for the Prize Awards?

A.2 The guidelines for Prize Awards are hosted at the website of the Institute :
www.icsi.edu at the link :

<https://www.icsi.edu/Docs/Website/guideline%20for%20prize%20award.pdf>

Q.3 Whether the details of prize awards are made available to the candidates?

A.3 Yes. The list of prize awards along with brief criteria is made available for information of one and all and the same is hosted on the website of the Institute :
www.icsi.edu at the link : <https://www.icsi.edu/portals/0/PrizeCriteria.pdf>

Q.4 What is All-India, Regional and Chapter basis of prize awards?

A.4 The prize awards are instituted on All-India, Regional and Chapter basis.

(i) All India Prize Awards : These prize awards recognize performance of candidates on All-India basis and such prizes are given away to the candidates who display the best performance taking into consideration the performance of all such candidates appeared in the examination from the exam centres situated throughout the nation.

(ii) Regional Prize Awards: These prize awards recognize performance of candidates on Regional basis and such prizes are given away to the candidates who display the best performance taking into consideration the performance of all such candidates appeared in the examination from the exam centres situated in the jurisdiction of that particular region, say East, West, North or South.

(iii) Chapter Prize Awards : These prize awards recognize performance of candidates on Chapter-level basis and such prizes are given away to the candidates who display the best performance taking into consideration the performance of all such candidates appeared in the examination from the exam centres situated in the jurisdiction of that chapter.

Q.5 What is the eligibility criteria of Prize?

A.5 Each prize award may have different eligibility criteria. For criteria of each prize award, candidates may refer List of prize awards hosted on the website www.icsi.edu Normally a candidate is considered eligible for any prize award if he/she -

- (i) Has passed all the papers of the examination or Module of examination concerned in the first attempt, in one sitting, without claiming exemption in any paper(s); and
- (ii) has secured — (a) the highest marks in the aggregate in the stage of examination; or (b) the highest marks in the aggregate of the particular module of examination; or (c) the highest marks in a particular paper of an examination for which the prize award is instituted.

Q.6 When the Institute finalizes the prize award?

A.6 Prize Awards are finalized after the declaration of result and completion of the process of verification of marks. The Institute compiles the particulars of prize winners and communicates the same to the prize winners, Regional and Chapter Offices of ICSI. The list of prize winners is also hosted on the website of the Institute.

Q.7 When the prize awards are given away to the candidates?

A.7 All India prize awards are given away to the candidates in the ICSI convocation. Exact venue of convocation is communicated to the prize winners. Regional and Chapter level prizes are distributed in Regional level and Chapter level functions.

Verification of Marks

- Q.1 Does the Institute provide facility of verification of marks?
- A.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.
- Q.2 What is the procedure for verification of marks?
- A.2 A candidate can apply for verification of marks either through on line mode or off line mode. The procedure for verification of marks has been hosted on the website of the Institute www.icsi.edu at https://www.icsi.edu/WebModules/VOM_June2017.pdf
- Q.3 Can a candidate apply for verification of marks through online mode?
- A.3 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
- Q.4 What is the last date for submitting the application?
- A.4 Application for verification of marks is to be made within a period of thirty days (one month) from the date of declaration of results of each session of examination.
- Q.5 How can an application be filed under offline mode?
- A.5 If any candidate wishes to apply for Verification of Marks 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. The requisite fee of Rs. 250 per subject can be paid either by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi; or in cash at the Regional/Chapter Office.
- Q.6 Whom should the offline application be addressed to ?
- A.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 The 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 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.

- Q.7 How much time the verification process takes?
- A.7 The verification process is to be carried out meticulously and the processes involved are time consuming. Normally, 6-8 weeks 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.
- Q.8 How can a candidate check the status of his/her application?
- A.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. 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 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.
- Q.9 What is the recourse available to a candidate if no information from the website/communication is received within sixty days from the date of despatch/submission of application?
- A.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 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.
- Q.10 Is there any fee difference between on-line submission and off line submission of application for verification of marks?
- A.10 No. The fees for on-line and off - line submission of application for verification of marks is the same.
- Q.11 What could be the likely outcome after applying for verification of marks?
- A.11 The likely outcome of the verification of marks is as under:
- (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.

Inspection/Supply of Certified Copies of Answer Books

- Q.12 Can a candidate inspect/get the certified copies of his evaluated answer books?
- A.12 Yes. Candidates can inspect or obtain the certified copies of their answer books as per the guidelines, rules 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) are hosted on the website of the Institute at: https://www.icsi.edu/docs/webmodules/Inspection_Certified_Copy.pdf
- Q.13 What is the prescribed fee for providing inspection/supply of certified copies of answer books? How can the same be remitted?
- A.13 The prescribed fee is Rs.500/- per subject for supply of certified copy(ies) of answer book(s) and Rs.450/- per subject for providing inspection of answer book(s).The fee is to be paid by way of demand draft drawn in favour of the "Institute of Company Secretaries of India" payable at New Delhi.
- Q.14 Can an application for inspection/supply of certified copies be filed online?
- A.14 Yes. The Institute has extended on line facility of submitting applications for inspection/supply of certified copies also. The procedure for submitting application through on-line mode is specified at:
https://www.icsi.edu/webmodules/Verification_of_Marks_of_CS_Exam.pdf
- Q.15 What is the time limit for submitting application for inspection/supply of certified copies of answer books?
- A.15 Interested candidates can apply for inspection/supply of certified copies of answer books either through on-line or off-line mode as per the prescribed procedure within 45 days from the date of declaration of the result. For inspection candidates have to personally visit ICSI Noida Office at C-37, Sector-62, Institutional Area, - Gautam Budh Nagar, Noida 201309 to inspect his/her answer book (s).]
- Q.16 What is the procedure for submission of applications for providing inspection/supply of certified copies?
- A.16 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.
- Q.17 Whom should the application be addressed to for the purpose of inspection/supply of certified copy(ies)?
- A.17 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 :

The Joint Secretary

Dte. of Examinations

The Institute of Company Secretaries of India

C-37, Institutional Area, Sector-62

NOIDA – 201 309

Q. 18 How a candidate can check the status of his application?

A.18 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.

Q.19 What is the difference between verification of marks, inspection of answer books and supply of certified copies of answer books?

A.19 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 as under:

- 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 website. The candidates are provided a secured login ID and password through e-mail and SMS by the Institute to access the pdf file and take print out of the same for their reference.

- Q.20 Does the Institute verify the answer books of candidates before providing inspection/supply of certified copy(ies) of answer book(s)?
- A.20 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 answer(s) to any sub-question/question in 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 candidate.
- Q.21 Can the candidate authorize somebody on their behalf to inspect the answer books?
- A.21 No other person except the candidate 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.
- Q.22 Does the Institute entertain queries during inspection of answer books?
- A.22 No. During inspection of the answer book(s), no queries regarding answers written by the candidates or award of marks shall be entertained.
- Q.23 What are the documents a candidate should bring for establishing his/her identity for inspection of answer books?
- A.23 The candidate is expected to carry his/her Admit Card and Student Identity Card or other Identity documents such as, voter identity card, or aadhar card or driving license to establish the identity while coming to the Institute for inspection of answer books.
- Q.24 After inspecting the answer book(s), can a candidate take the photocopy of the answer book?
- A.24 No. Copy of the answer book(s) shall not be provided to the candidates after the inspection of the answer books.
- Q.25 What happens if a student files an incomplete application for providing inspection or supply of certified copies of answer book(s)?
- A.25 Application Form without requisite fee, supporting documents and complete particulars shall not be entertained.
- Q.26 How much time is taken to process an application for inspection/supply of certified copies of answer book(s)?
- A.26 Candidates' applications for inspection/supply of certified copy(ies) are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.

Q.27 How the candidates can get the certified copy (ies) of their answer book(s)?

A.27 The scanned copy of the answer book(s) in pdf format is hosted on the website of the Institute which can be accessed through a secured password. Necessary communication in this regard shall be sent to the candidate concerned through email and SMS as registered with the Institute. Candidates can take the print out of the scanned certified copies of the answer books for their reference.
