

Guidelines for Providing Verification of Marks in the Answer Books of Students of CS examination

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

1. These guidelines for providing verification of marks in the answer book(s) of students will be applicable beginning from December, 2019 session of examinations. Under these guidelines, a candidate can seek verification of marks in his/her evaluated answer book(s) of Company Secretaries examination.
2. A student who wishes to verify his/her marks in the answer book(s) of any subject(s) of a particular session of examination shall apply either on-line through the website of the Institute or off-line on the prescribed application form together with requisite fee so as to reach the Institute within twenty one days (21 days) from the date of declaration of the result.
3. Fee of ₹250 per subject/answer book is payable for verification of marks. The fee shall be paid either through online or by way of demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.
4. The off-line application form, duly completed in all respect, together with the requisite fee as mentioned above, shall be superscribed " Application for providing Verification of Marks " and sent to:

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)

5. Off-line application form without requisite fee and complete particulars shall not be entertained.
6. Before providing the result of verification of marks in the answer book(s) to a candidate 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.
7. Re-evaluation of answer(s)/ answer book(s) is not permissible under Regulation 42(2).
8. If any error is found at any point of time as provided in para 6 above, the Institute shall have *suo motu* power to rectify the same.
