



Examination Branch

Guidelines of Re-Checking and Re-Assessment and Application Form

1. In case a candidate who has appeared for the University Examination is not satisfied with the assessment of his/her answer-books in any paper/s he/she may apply for Re-checking/Re-assessment for his/her answer-books in the prescribed form of application to the Head Examination Branch, Children's Research University, Near Jalaram Temple, Sector-29, Gandhinagar, Gujarat-3820230, India.
2. No application form for the re-checking/re-assessment of marks/grades obtained Internal Test/Practical, Mid-term, Viva-Voce, Thesis, Dissertation, project, outdoor marks etc. shall be entertained by the University. **Re-checking/Re-assessment is permitted only in theory examination.**
3. The Re-checking/Re-assessment application form can be download from the University website.
4. Applications for Rechecking/Reassessment will be accepted within 07 days of Result Declaration date. Prescribed fees should be paid thrown online on university website. Rechecking fees Rs. 300/- per paper (Maximum Two Papers) and Reassessment fees Rs. 500/- per paper (Maximum Two Papers). The applicant shall submit filled application form with paid fee receipt to the Examination Section of the University Office in stipulated time.
5. The application form for the Re-checking/Re-assessment shall not be entertained and no further correspondence will be carried out by the University in the case of form submitted without fee receipt and/or submitted after due date or incomplete form.

Re-checking/Re-assessment Guidelines as per the approval in CU regulation No. 30

6. The candidates applying for re-assessment shall give an undertaking in writing to the effect that the result of re-assessment of his/her answer book/s shall be binding on him/her and that he/she shall accept the revised irrespective of whether the result is negative or positive or remains unchanged.
7. Till such time as the result of reassessment of answer books applied for is communicated to the candidate, the original result of the candidate shall be considered unchanged for all purposes.
8. If the modified result due to re-assessment of answer books is declared after the commencement of the academic term, the candidate shall be eligible to seek admission to the higher class in accordance with the relevant ordinances, rules and regulations framed by the University in that behalf from time to time and no claim will be made for making any relaxation in academic requirement for that higher class.
9. Attach all copy of marksheets.
10. I have declared that read the rules a Regulation regarding re-checking/re-assessment answer books and that the same are binding to me.

Submitted through the head, PG and PG Diploma Programme _____

P.G. Head of the University Department/Director center of Education _____

APPLICATION FOR ☐ RECHECKING ☐ REASSESSMENT

To,
Head of Examination Branch,
 Children's Research University,
 Near Jalaram Temple, Sector-29,
 Gandhinagar, Gujarat-3820230, India.

Dear Sir/Madam,

I hereby apply for rechecking/re-assessment of my answer-book/s in the following subject/s paper as I am not satisfied with the marks obtained by me in the said subject/s paper/s I have read the rechecking/re-assessment rules and I shall abide by them. The necessary particulars are given below:

Full Name: _____
 (As per mark sheet of last exam passed)

Address for Correspondence:

Phone No.: _____

Mobile No.: _____

E-mail: _____

Name of Examination & Year : _____

Name of the Courses: _____ Semester: _____

Exam Seat No.: _____ Date of Declaration of Result: _____

Details of Subject/s and paper/s in which rechecking/re-assessment of answer book/s is required and marks obtained (Attach an attested copy of Marksheet)

Sr. No.	Subject Code	Subject Name	Grade/Marks obtained

Fee Receipt No. _____ Date: _____

Note: Money Orders/Demand drafts/Postal Orders are not acceptable.

Date: _____

 Signature of applicant

I have verified above facts and found them to be correct.

 Signature of Head, Examination Branch

- N.B
1. Forms submitted after the due date will not be accepted.
 2. Please fill in all details neatly in Capital Letters.
 3. Incomplete form is liable to be rejected.

Re-checking/Re-assessment Guidelines as per the approval in CU regulation No. 30

Undertaking

I, _____ Enrollment No. _____

Studying in _____

Semester _____ is applying for re-assessment. Here I am giving an undertaking that the re-assessment of answer book/s and result shall be acceptable to me irrespective of whether the result is negative or positive or remains unchanged.

Name & Signature of the Student

Date:

Place: