



DAV S.C.B. MEDICAL PUBLIC SCHOOL, Cuttack
CLASS VI – XI ANNUAL EXAMINATION 2025
APPLICATION FOR VERIFICATION OF MARKS
(Last Date: 27 March 2025)

Dear Parents,

If you wish to apply for **re-addition of marks** for your ward's annual examination, please submit an application along with a **₹100 fee per subject** within **7 days of result declaration**. In case of any errors on the school's part, the amount will be refunded.

Applications must be submitted by **27/03/2025** through **Online Mode** in the School Website. Please note that, re-evaluation of answer scripts is not permitted.

Kindly **fill and submit** the **below format** along with the application.

For further details, please contact the **class teacher**.


Principal

DAV SCB Medical Public School



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CLASS VI - XI ANNUAL EXAMINATION 2025
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To

The Principal,

Sir/Madam,

I hereby apply for verification of marks of my son/daughter/ward

_____ (Name) _____ (Roll

No.) who appeared in the class- ____ Annual Examination 2025 in the subject

stated below :

Name of the School :	Subject(s)	Marks obtained		
		Theory	Practical	Total

Fees Paid Rs. _____				
Date of Payment _____				

I hereby undertake to accept the lower marks, if the same is established based on verification of marks.

Yours faithfully

(Signature of the Applicant)

Date: _____

E. mail ID (Parents) _____

Note: The form must be filled correctly and neatly. The application received after the stipulated date will not be entertained.

(Rules for verification of marks overleaf)

RULES FOR VERIFICATION OF ANNUAL EXAMINATION MARKS-2025

A student can apply to the Principal for re-addition of un-assessed portion/wrong posting of marks in any subject on payment of Rs. 100/- per subject within 7 days from the date of publication of results. In the event, that any mistake is found at school end, the money deposited should be refunded to the student.

VERIFICATION OF MARKS

- If any student desires to have any of his/her answer scripts rechecked he/she must follow the following rules.
- A candidate who has appeared in the **Annual Examination 2025** conducted by DAVCAE may apply for verification of marks in any subject.

Verification of answer scripts means verification of the following:

- (a) **Verification of un-assessed /unevaluated portion, if any.**
- (b) **Verification of addition of total marks,**
- (c) **Verification of correct transfer of marks to Title Page and Award List.**
- (d) **Verification of stitching of Additional Sheet (s) if any.**
- (e) **No revaluation of the Answer script /additional sheet shall be made as per the rules.**

- Application for verification of marks must be made within 7 days from the date of the declaration of results **latest by 27/03/2025**. Proforma (MV-I)
- Applications must be submitted by **27/03/2025** through Online Mode in the School Website.
- If the marks of any student are changed after verification, the amount deposited shall be refunded.
- If any computational error is found, the amount deposited for the purpose will be refunded on application.
- In no case the verification of Marks shall be done in the presence of the candidate or anyone else on his/her behalf, nor will the answer books be shown to him/her or his/her representative.
- The marks on verification will be revised upwards or downward, as per the actual marks obtained by the student in his/her answer book.

- The communication regarding the revision of the marks if any, shall be informed to the student in writing and a new report card should be issued by the school.
- The Exam-Committee will not be held responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay in communications for reasons beyond control.
- The Exam-Committee shall revise the Mark Statement in respect of such student even if the previous mark statement is not returned by the student .
- The decision of the Exam-Committee on the result of the verification of marks shall be final and binding to all.
