

SONA COLLEGE OF TECHNOLOGY [AUTONOMOUS], SALEM

OFFICE OF THE CONTROLLER OF EXAMINATIONS

REVALUATION PROCEDURE

29/7/19

- 1) All the candidates irrespective of the **GRADE/MARK** secured in the Semester End Examinations can apply for Revaluation.
- 2) Photocopy or Revaluation of the answer scripts are given only for theory courses. Practical/Online courses/optional language courses are not eligible for revaluation.
- 3) A Candidate who would like to apply revaluation for a course, he/she need to obtain his/her photocopy of the answer script (of the course concerned) first thereby paying **Rs.400/-** per course before the deadline mentioned.
- 4) If any discrepancy is being noticed in the Photocopy of the answer script, the same may be brought to the notice of the Controller of Examination.
- 5) After receiving the photocopy, the candidate can check discrepancies in awarded marks, total mistake and marks omitted etc., by his/her own or he/she can also discuss the same with course experts.
- 6) If the expert(s) is/are convinced that the candidate deserve to get more marks than the awarded marks, then he/she can recommend the student to apply revaluation.
- 7) Once the student gets approval from the expert, they need to get revaluation application thereby paying **Rs.300/-** and submit the same after getting signature from course expert, HOD and the Principal along with the photocopy of the answer script to the Office of COE.
- 8) If a candidate is not satisfied by his/her revaluation results, they can apply for **Review/Challenge** by remitting the prescribed fee of **Rs.3000/-** per course.

Radhika
29/7/19
CONTROLLER OF EXAMINATIONS

[Signature]
30/7/19
PRINCIPAL