

**GRAND ASIAN UNIVERSITY SIALKOT****APPLICATION FORM FOR RE-CHECKING OF ANSWER SCRIPTS**

(To be submitted to the Office of the Controller of Examinations)

Note: Before filling in this form, read the overleaf instructions carefully.**STUDENT'S PARTICULARS**

1. Applicant's Name: _____
(As per Matric Certificate – IN BLOCK LETTERS)
2. Regd No.: _____
3. Father's Name: _____
(IN BLOCK LETTERS with CONTACT NUMBER)
4. Roll No.: _____
5. Examination* (AD / BS / MS / PhD) _____ Semester _____ (Spring / Fall / Summer 20 _____)
6. Department: _____
7. Program: _____
8. Student's CNIC No.: _____
9. Contact No.: _____
10. Address : _____

11. PAPERS TO BE RE-CHECKED

<u>Sr. No.</u>	<u>Course Title</u>	<u>Sr. No.</u>	<u>Course Title</u>
(i)		(ii)	
(iii)		(iv)	
(v)		(vi)	

12. Name of Course Teacher(s) _____
13. Fee Paid (Rs.) _____ Challan / Voucher No. _____ Dated: _____

I have read the instructions given overleaf and undertake to abide by the rules and regulations of the University.

Dated: _____

(Signatures of the Applicant)

14. The applicant has deposited the prescribed fee for rechecking of answer script(s) in the University Account Office.

Dated: _____

(Account Officer)

INSTRUCTIONS

1. Fill in the "Application Form for Re-checking of Answer Scripts" completely.
2. Attested photocopy of Semester Grade Sheet must be attached.
3. Deposit re-checking fee as prescribed by the University and submit its original receipt with this form.
4. Mention clearly the name of paper(s) required to be re-checked.
5. An application form shall be entertained only if it is complete in all respects and received in the office of the Controller of Examinations along with the prescribed fee @Rs: 1000/- per answer script within fifteen (15) days of declaration of the result. The Dean of the Faculty concerned may condone the delay up to a maximum period of ten (10) days on payment of double fee @Rs: 2000/- per answer script.
6. Incomplete and incorrect form shall be returned to the applicant for completion / correction and if it is not re-submitted within the prescribed time limit, no action shall be taken on it.
7. Time barred application shall not be entertained.
8. **IMPORTANT NOTE**
 - a. The answer script of a candidate in any Examination shall not be re-assessed under any circumstances.
 - b. Whereas the re-checking does not mean re-assessment or re-evaluation of the answer script. The Controller of Examinations shall see and certify that:
 - i. The script has not been changed as mentioned in the attendance sheet.
 - ii. No portion of the script has been left unmarked.
 - iii. The marks awarded in the script have been correctly brought out on its cover.
 - iv. The grand total on the cover of the script is correct.
 - v. The grand total on the cover of the script is correctly transferred to the award list.
 - vi. The result has been correctly posted and notified.
 - c. The candidate has no right to see or examine the answer scripts for any purpose.
 - d. The marks of a candidate could even decrease in the light of Para (b) above. In the case of change of marks, the record shall be corrected accordingly and revised Semester Grade Sheet will be issued.

-x-