

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY :: CHENNAI – 25

### PROCEDURE FOR OBTAINING PHOTOCOPY OF ANSWER SCRIPTS

NOV./ DEC. 2021 FIRST SEM EXAMINATIONS (UG/PG(M.B.A/M.C.A))

1. Colleges can download the softcopy of the results of November / December First Semester Exams (UG/PG (M.B.A/M.C.A) Examinations in .pdf format from the official web portal of this office <https://coe1.annauniv.edu>. Based on that the students who are not satisfied with the results may apply for the photocopy of their answer scripts to apply for revaluation.
2. **Candidates who wish to apply for revaluation should first apply for photocopy of his/her answer script by paying Rs.300/- per script on or before 04-07-2022. The Principals are requested to register for the same in the web portal on or before 04-07-2022. The web portal will be closed on 04-07-2022 at 5.00PM.**
3. After receiving the photocopy, the student can verify the answer script for any discrepancy like total mistake and omissions in the valuation and the same may be brought to the notice of the Controller of Examinations for remedial action.
4. Discrepancies such as missing of pages, answer scripts not belonging to the student etc., may be reported through the web-portal. After the problem is solved i.e. receipt of the copy of the correct answer script, the college must update in the web-portal as “**PROBLEM SOLVED**”. Only after solving the issue, the revaluation of the answer scripts will be permitted.
5. **The students of closed colleges may apply for photocopy manually through the Zonal Offices concerned. However, the students of closed colleges within the Zones 1 to 4 may apply for photocopy through the office of the Controller of Examinations, Anna University, Chennai.**
6. The valuation in the photocopy of the answer script can be verified by the subject expert and if the expert is convinced that the script deserves higher marks than awarded, he/she can recommend for applying revaluation.
7. The application for revaluation of answer scripts for the persons obtained photocopy will be intimated after the supply of photocopy.
8. Candidates who have applied for Photocopy and Revaluation alone are eligible for the Review for their answer script (by remitting the prescribed fee) after the Publication of the Revaluation Results. The details of the Review Procedure will be announced along with the revaluation results.

01/07/2022

01-07-22

P. Senthivel  
01-07-2022  
CONTROLLER OF EXAMINATIONS