

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY :: CHENNAI – 25**

**REVALUATION PROCEDURE FOR
NOVEMBER / DECEMBER 2020 (Re-examinations) &
APRIL/MAY 2021 (Regular Examinations)**

1. The Candidates who have appeared for the re-examination conducted during July/August 2021 and regular examination of April/May 2021 can apply for Photocopy of the mark statement.
2. The mark statement along with the answer script (originally submitted by the candidate) is to be valued and justified by a faculty member of the college, **who handled the subject**, and he/she should recommend for revaluation with the breakup of marks for each question in the copy of **Annexure 1** format (Shared during the conduct of Re-examination).
3. The candidates can register for revaluation of answer scripts only in the COE web portal through the college. **While applying for revaluation for the students' on-roll, it is required to provide the Staff Code of the faculty member provided by office of COE recommending revaluation. If the code of the staff member recommending revaluation is not available, the profile of the staff member may be uploaded first in the web portal of the office of COE and registration may be done for revaluation.** The Principals of the Colleges may arrange for the registration of the courses through the COE Web portal.
4. After registration, the applications have to be generated for each student and the same may be sent to the office of the Controller of Examinations along with the abstract generated for the college with the Demand Draft drawn in favour of **“The Controller of Examinations, Anna University, Chennai – 25”**.
5. The fee for **photocopy** is **Rs.300/- per script** and **revaluation** is **Rs.400/- per script**.
6. **The application to revaluation will be open from 11-09-2021 at 11.00AM and will be closed strictly on 15-09-2021 at 6.00PM.**

Note: Manual applications will not be accepted by the Office of the Controller of Examinations.

CONTROLLER OF EXAMINATIONS