



ARUNAI ENGINEERING COLLEGE

(Autonomous)

TIRUVANNAMALAI – 03

OFFICE OF THE CONTROLLER OF EXAMINATIONS



PROCEDURE FOR APPLYING REVALUATION

1. Candidates who have obtained the photocopy of their answer scripts and have no issues with the photocopy are eligible to apply for Revaluation.
2. The photocopy may be shown to the subject expert for verification. If the expert is convinced that the script deserves higher marks than the awarded marks, the faculty may recommend revaluation using the Recommendation for Revaluation Form.
3. The answer script must be verified and justified by the faculty member who handled the subject. The faculty should provide the breakup of marks for each question and recommend revaluation in the prescribed “Recommendation for Revaluation Form.”
4. Candidates can register for revaluation by paying **Rs. 400/- per script** within the last date mentioned in the circular.
5. Applications must be forwarded through the respective department HoD to the COE office.
6. The revaluation form must include the faculty name, faculty code, and signature of the recommending faculty member.
7. A student can apply for a maximum of 5 answer scripts for revaluation.
8. Applications submitted beyond the due date prescribed in the circular will not be accepted.
9. Students must ensure that the Course Code and Course Name are correctly filled in the revaluation application form.
10. Only candidates who have applied for both Photocopy and Revaluation are eligible for Review after the publication of revaluation results. Details of the Review procedure will be notified through a separate circular.

Sd/-

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