COUNCIL OF HIGHER SECONDARY EDUCATION:ODISHA
PRAJNAPITHA:SAMANTAPUR:BHUBANESWAR-13.

NOTIFICATION

RECHECKING/RE-ADDITION OF MARKS FOR THE ANNUAL HIGHER SECONDARY EXAMINATION – 2019.

SCIENCE STREAM

No. EC-III/09/15/ 2553 /CHSE. Dt. 06.06.19 /

- Students desirous of applying for re-checking/re-addition of marks in any of the paper(s) may do so within 15 days of publication of this notification following the due procedure as outlined below. For **Science Stream** students, the **last date to apply for re-addition/re-checking is 21.06.2019.** This does not apply to **MP (Mal Practice)** and withheld candidates.
- A Student, who applies for re-checking/re-addition of marks in any paper(s) with requisite fees shall be provided with an **SMS alert** to the Mobile as well as a **link to the e-mail ID** provided by the student to download his/her scanned copy of valued answer book(s) along with statement of marks. **The link for Science Stream subjects will be provided in between 25.06.2019 to 01.07.2019.**
- The Student has to **download** the **valued answer book** along with **result over-view/score sheet** containing detailed statement of marks for each question number after receiving such link. **No photocopy/hard copy shall be provided by the Council.**
- Any student who does not receive the link by dt. **01.07.2019** or faces any problem in downloading answer scripts **is required to bring it to the notice of the Controller of Examinations by 04.07.2019 positively** through the e-mail : coechserecheck@gmail.com with the scanned copy of SB-e collect receipt, Roll No, Mobile No., and valid e-mail ID of the student, **failing which no complain will be entertained later under any circumstances in this matter.**
- If there is any grievance in respect of addition of marks or any portion(s) of answer(s) being **left unvalued,** the applicant may bring the same to the notice of the Controller of Examinations **by logging in to the same link provided for down loading.** Just after lodging of the complain, an **acknowledgement slip** will be generated through the link and the student can take print out of the acknowledgement receipt and retain for all future references. **Separate complain must be lodged for each individual paper, failing which the case will not be considered.** No complain shall be received by hand. On examination by the subject expert(s)/examiner(s), if it is found that the grievance of the applicant deserves merit and consideration, re-addition/re-checking will be done by subject experts and the result of the re-checking/re-addition shall be

communicated to the concerned Colleges after due approval by the competent authorities. For those applicants who do not file grievances in the prescribed format within the due date their applications will not be taken into consideration.

- Students are advised to apply for re-checking/re-addition as early as possible without waiting for the last date to avoid late hour rush. **The Council shall not be responsible if the student fails to deposit requisite fees by 21.06.2019 and file the complain on line in the prescribed format by 13.07.2019. Under no circumstances complaints regarding re-checking/re-addition shall be entertained after the due date.** There is no provision for refund/adjustment of fees paid for re-addition under any circumstances

- **Important**: *Re-checking/Re-addition of marks will be restricted to checking whether all the answers have been examined and marks posted correctly and that there has been no mistake in the totalling of marks awarded for each answer in that paper/papers and correctness of marks in the marks statement and Re-valuation of answer scripts is not permitted.*

Procedure for applying for re-checking/re-addition of marks and deposit of fee :

1. Before proceeding to apply for re-addition ensure that one should have an **active e-mail ID** for future communication.
2. Fees can be deposited using SBI ATM-cum-Debit Card, Net Banking facility of SBI or any other Bank besides visiting any SBI Branch to deposit cash or Cheque drawn on any SBI Branch.
3. The detailed steps to be followed :

a. Visit on line Banking website of SBI by typing https://www.onlinesbi.com in the address bar of the browser, viz, internet explorer. Once the home page appears click on ' **State Bank Collect** ' Tab.
b. Accept the disclaimer clause and click on **'Proceed'**
c. Select the State of Corporate/Institution as **'Odisha'.**
d. Select type of Corporate/Institution as **'Educational Institutions'** and click **'Go'**
e. Now select Educational Institution Name as 'Council of Higher Secondary Education, Odisha' and click on **'Submit'**
f. Select ' re-addition of marks/Annual H.S. Exam – 2019 ' **Science'** from among the payment categories from the drop down window.
g. Please take care to fill up the Roll Number (as mentioned in the Admit Card) and a valid e-mail ID correctly without using any space in between the characters. **The Council will not be responsible if the candidates do not receive valued answer script link for providing incorrect information.**
h. Fill in the Challan with required information as asked for or select from the drop down options wherever available. Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile No. as asked for in the lower part of the screen. This information is important to reprint the e-Receipt subsequent to any successful payment.

- Select the desired paper from the drop down list of subjects/papers for which re-addition is required.
- Select " Not required " against rest of the papers.

- Pay the correct amount i.e. Rs. 200/- per paper applied for. Botany and Zoology are to be treated as separate papers (two papers) for re-addition/re-checking purpose. No. of papers applied for will be computed depending upon the amount paid and **will be processed sequentially from top of the list. Rest will be rejected.**

  The applicants are advised to be careful for this.

i Once required data is filled in, click on ' Submit '

j. The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on 'Confirm '.

k. The system will request you to select the desired payment mode from various options. Please note that the Bank charges for various payment modes are also displayed which is to be borne by the remitter. ***Carefully examine the charges displayed since the charges for different*** payment mode are different. Select the desired payment mode.

l. Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a Reference No. in PDF format. Take print out. You may also save this optionally for future reference. The e-Receipt can also be re-generated/re-printed afterwards from 'Payment History' link of 'State Bank Collect'.

If ' SBI Branch' is selected as payment mode a Pre Acknowledgement Payment (PAP) form is generated which contains the relevant details for payment at Branch. The payer takes the printout of the PAP form and visits any SBI Branch for payment through Cash or Cheque drawn on SBI Branch. After the payment is successfully processed by the Branch, the Branch will give an acknowledgement of payment on the PAP Form. Now any time the payer may return to 'State Bank Collect 'link in the home page of www.onlinesbi.com for printing the e-Receipt from the 'Payment History' link.

4. Quote your SB Collect Reference Number (DU Number) printed on the e-Receipt for any future correspondence with CHSE(O).

HOW TO DOWNLOAD THE ANSWER BOOK

1. Soft copy of the evaluated answer script with result overview/score sheet can be downloaded from the link provided to the applicant's e-mail ID.
2. On clicking on the given link, you will be directed to the log in page.
3. Log in to your account with the registered mobile number and OTP (one time password). You will receive OTP to your registered mobile number and e-mail ID.
4. On successful log in, you will be directed to the home page Click on photocopy/Re-checking.
5. You will be able to see the list of subjects for which photocopy was requested.
6. Click on PDF Download for the subject you wish to download the copy of the answer script. Now you will get the downloaded scanned copy of the answer book.

HOW TO LODGE COMPLAIN AFTER GETTING THE DOWNLOAD COPY OF ANSWER SCRIPT.

1. Go through the answer script and the result overview/score sheet. Find out :
   (a) Un-valued answers
   (b) Marks not added to total marks
   (c) Totalling errors if any

   If you are satisfied with the marks awarded and there is no error there is no need for lodging complains.

2. If you find any errors, log in to your account with the registered mobile number and OTP using the link that was e-mailed for getting the download copy of answer script(s). You will receive OTP to your registered mobile number and e-mail Id.
3. On successful log in, you will be directed to the home page. Click on photocopy/Re-checking.
4. Click on **"QUERY"** for the subject you wish to raise specific complaint.
5. Candidate query form will be displayed.
6. Enter the details of the question number clearly (for example: Q. No. 1d or Q.No. 4 etc.) which has not been evaluated or with other relevant complaint(s).
7. Click on **"POST"** to submit your complaint.
8. Acknowledgement will be sent to the registered e-mail ID on successful submission of the complaint.
9. Click on print for the copy of the complaint submitted.

By order of the Chairman

06.6.19

Controller of Examinations

Memo No. 2554 /CHSE. Dt. 06.06.19 /

Copy forwarded to RTI Commissioner, Odisha for information.

06.6.19

Controller of Examinations.

Memo No. 2555 /CHSE. Dt. 06.06.19 /

Copy forwarded to Private Secretary to the Principal Secretary, School & Mass Education Department, Govt. of Odisha/Director, Higher Secondary Education, Odisha for information.

06.6.19

Controller of Examinations.

Memo No. 2556 /CHSE. Dt. 06.06.19 /

Copy forwarded to All Officers/All Sections/Zonal Offices of CHSE for information and necessary action.

06.6.19

Controller of Examinations.

Memo No. 2557 /CHSE. Dt. 06.06.19 /

Copy forwarded to the Technical Director, NIC, Bhubaneswar to publish in CHSE, Odisha website

"chseodisha.nic.in" on dt. 06.06.2019/General Manager, OCAC to publish in SAMS site for information of the students and all concerned.

06.6.19

Controller of Examinations.

Memo No. 2558 /CHSE. Dt. 06.06.19. /

Copy to CHSE. Odisha Notice Board for information of the students and all concerned.

06.6.19

Controller of Examinations