OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY :: CHENNAI – 25
UG/PG – November/December 2012 Examinations

PROCEDURE FOR APPLYING FOR REVIEW

1. The candidates can register for review of answer scripts only in the COE web portal through the college. The Principals of the Colleges may arrange for the registration of the courses through the COE Web portal. The manual applications will not be accepted by the Office of the Controller of Examinations. 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 and the amount of money for the review of answer scripts in the form of demand draft.

2. Only candidates who have applied for the photocopy of the answer script are eligible for applying for review. There is no restriction on the MARK/GRADE obtained by the candidate.

3. The answer script is to be valued and justified by a faculty member of the college, who handled the subject, and he/she should recommend for review with the breakup of marks for each question.

4. The generated application for review should be forwarded by the Principal along with the requisition of the student with proper justification of the faculty member concerned.

5. The fee for review is Rs.3,000/- and it should be paid in the form of demand draft drawn in favour of the Controller of Examinations, Anna University, Chennai – 25.

6. **Grade System:** If a candidate gets higher grade in review, the higher grade will be declared as the final grade. Only such candidates are eligible for refund of sum of Rs.3,000/-.  

7. **Mark System:** If a candidate gets a higher mark in review, the higher mark obtained in review will be declared as the final mark. Refund of sum of Rs.3,000/- will be made only to
   a) The candidates who have failed originally and obtained pass mark after review.  
   b) The candidates who have passed already and obtained an increase of 5 or more marks after review.

8. The refund will be made to the candidate through the Principal of the College in the form of demand draft drawn in the name of the candidate.

9. **The Last date of Registration for Review of Answer Scripts is on 19-04-2013.**

CONTROLLER OF EXAMINATIONS