

**KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD**  
**Annexure - B**  
**Format for Information related to the Services (Education)**  
**SSLC Examinations**

1	Name of the Department	Education
2	Name of the Service	<b>Revaluation of Answer Scripts</b>
3	Whom to approach for this service (Designated Officer)?	DDPI KSEEB Bangalore
4	Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. Submit the application in the form prescribed by the board</li> <li>2. The application and the fee paid will be verified in the concerned section and indent made to search the answer booklet.</li> <li>3. Trace the answer booklet and refer the answer booklet to the committee formed by the board for revaluation.</li> <li>4. After revaluation intimation will be sent to the candidate through speed post.</li> <li>5. If the difference of the marks is above six, the fee paid by the candidate for revaluation will be returned the candidate.</li> <li>6. If there is upward or down ward revision of marks send the note to the computer section for alteration of the result through section officer</li> <li>7. Effect changes in the result and send the revised result sheet to the scrutiny section</li> <li>8. Send the result sheet for dispatch to the outward section</li> <li>9. Dispatch the result sheet to the school and the candidate.</li> </ol>
5	Form to be submitted to get this service	Prescribed printed application form can be obtained either personally from KSEEB Bangalore or downloaded from the KSEEB Website.
6	Who are eligible to get this service?	<ol style="list-style-type: none"> <li>1. Passed or failed candidates who have appeared for the SSLC examination conducted by the board in the concerned year of examination.</li> <li>2. Candidates applying for revaluation must first apply for photo copy of the answer booklet.</li> </ol>

7	Documents to be enclosed with the request	<ul style="list-style-type: none"><li>• Fee – Demand Draft</li><li>• Facing sheet of the Photo copy of the answer scripts</li></ul>
8	Fee/Charges to be paid to get this service	<ul style="list-style-type: none"><li>• Revaluation fee ` 700 per subject.</li></ul>
9	Maximum number days to wait to get this service delivered	30 days
10	Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Secretary SSLC Board Bangalore
11	Maximum number of days to wait to get the decision of the Competent Officer	15 days
12	Whom to approach as 2 <sup>nd</sup> appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented	Director of Public Instruction Exams Bangalore
13	Maximum number of days to wait to get the decision of the Appellate Authority	15 days
14	Other information, if any	<ol style="list-style-type: none"><li>1. After the announcement of results the board will announce the opening and closing dates to submit the applications. Applications received after the last date will not be entertained.</li><li>2. Applications without the photocopy of the answer booklet will be rejected.</li><li>3. KSEEB Web Site. <a href="http://www.kseeb.kar.nic.in">www.kseeb.kar.nic.in</a></li></ol>