



UNIVERSITY OF HOME ECONOMICS LAHORE

APPLICATION FORM FOR RE-CHECKING OF ANSWER SCRIPTS

1. Name of the Applicant: ----- Father's Name: -----

2. Degree Program: ----- 3. Registration No. -----

4. Address: -----

5. Contact No.: ----- 6. Semester: -----

7. PAPER(S) TO BE RE-CHECKED:

i. _____ Teacher (s) Name. _____

ii. _____ Teacher (s) Name _____

8. Fee Paid: (Rs) ----- Bank Challan No. ----- Dated -----

I have read the instructions given overleaf and undertake to abide by the rules and regulations of the University of Home Economics Lahore.

Dated: ----- Signatures of the Applicant -----

(To be filled by Examinations Branch Official)

RECHECKING OF ANSWER BOOK

Name of the Applicant: ----- Registration No. -----

Degree Program: ----- Semester: -----

Teacher (s) Name -----

RECHECKING MAY BE ALLOWED/NOT ALLOWED -----

Dated:----- Deputy Controller (Exams) -----

FINDING/COMMENTS OF THE CONTROLLER OF EXAMINATIONS

----- Case be Filed/Proceed further for rectification of error

Dated: ----- Controller of Examinations: -----

COMMENTS OF THE CONCERNED TEACHER(S)

Signatures of the Teacher

INSTRUCTIONS OF THE CONTROLLER OF EXAMINATIONS

Sign of Controller of Examinations

INSTRUCTIONS

1. Fill out the Re-checking Form completely
2. An attested photo Copy of the Detailed Marks Certificate must be attached
3. Deposit the re-checking Fee amounting to Rs. 800/- per paper and submit the original paid challan with this form.
4. Mention clearly the subject(s)/paper(s) required to be re-checked
5. An application form shall be entertained only if it is complete in all respects and received in the office of the Controller of Examinations along with the prescribed fee within fifteen (15) days of the declaration of the result.
6. Incomplete and incorrect form shall be returned to the candidate for completion and if it is not res-submitted within the prescribed time limit, no action shall be taken on it.
7. Time-barred applications shall not be entertained.

8. IMPORTANT NOTE

- a) The answer book of a candidate in any Examination shall not be re-assessed under any circumstances.
- b) Whereas re-checking does not mean re-assessment or re-evaluation of the answer book. The Controller of Examinations shall see and certify that:
 - i. The script has not been changed
 - ii. No portion of the Script has been left unmarked
 - iii. The marks awarded in the script have been correctly brought out on its cover
 - iv. The grand total on the cover of the script is correct
 - v. The grand total on the cover of the script is correctly transferred to the award list.
 - vi. The result has been correctly posted and notified
- c) The candidate has no right to see or examine the answer books for any purpose
- d) The marks of a candidate could even decrease in light of Para (b) above. In the event of a change of marks, the record shall be corrected accordingly and revised Semester Grade Sheet will be issued.