COUNCIL OF HIGHER SECONDARY EDUCATION:ODISHA
PRAJNAPITHA: SAMANTAPUR:BHUBANESWAR-751013.

NOTIFICATION
RECHECKING/RE-ADDITION OF MARKS FOR THE ANNUAL HIGHER SECONDARY EXAMINATION – 2020.

ARTS AND VOCATIONAL STREAM

> ❖ **TIME LINE FOR SUBMISSION OF APPLICATION : 11.09.2020 TO 25.09.2020.**
> ❖ **LAST DATE OF LODGING COMPLAINT AFTER DOWNLOADING ANSWER SCRIPTS FOR SCRIPTS VALUED IN ON-LINE MODE : 14.10.2020.**

No. EC-III/15/20**/ 6282 /**CHSE. **Dt.10.09.2020**

1. Students desirous of applying for re-checking/re-addition of marks in any of the subjects /paper(s) except the papers for which examinations could not be conducted due to COVID-19, may do so within 15 days of publication of the notification following the due procedure as outlined below. For Arts and Vocational stream students the **last date of application for re-addition/re-checking is 25.09.2020.** This does not apply to **MP (Mal Practice)** and withheld candidates.

2. Mathematics, Information Technology, all other MIL Papers except MIL (O), and Integrated Vocational subjects of Arts stream have been valued in On-line mode. Rest papers of Arts stream and all papers of Vocational stream have been valued in Off-line mode. Students are advised to choose their correct stream and paper from the dropdown box of the On-line Challan form.

3. **ANSWER SCRIPTS VALUED IN OFF-LINE MODE**

    In case of application for re-addition/re-checking in Arts and Vocational subjects, which were not subjected to e-valuation, the Council will conduct re-addition/re-checking of valued answer scripts applied for and publish the result of such re-addition/re-checking. The revised results, if any will be sent to the respective H.S. School/College SAMS e-space. No link will be provided to the students for downloading answer scripts valued in Off-line mode. Students desirous of getting Xerox copies of re-checked answer scripts after publication of re-checking results may apply to the Controller of Examinations by e-mail : coechserecheck@gmail.com within 15 days of publication of re-addition/re-checking results. Students are advised to visit the Council web-site frequently for further announcements.

4. ANSWER SCRIPTS VALUED IN ON-LINE MODE

(i) A Student, who applies for re-checking/re-addition of marks in any paper(s) subjected to e-valuation 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 score sheet. The **link** for Arts Stream papers will be provided in between **17.09.2020 to 03.10.2020.**

(ii) 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.**

(iii) Any student(s) who does not receive the link by **dt. 03.10.2020** or faces any problem in down loading answer scripts is required to bring it to the notice of the Controller of Examinations by **08.10.2020** 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 latter under any circumstances in this matter.**

(iv) 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 by **14.10.2020** without fail. 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 it for all future reference. **Separate complain must be lodged for each individual paper, failing which the case will not be considered. Lodging of complain in one application form for more than one paper will summarily be rejected. 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 for consideration, the result of the re-checking/re-addition shall be communicated to the concerned H.S. Schools/Colleges after due approval by the competent authorities.

5. 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.

6. **Council shall not be held responsible for :**

(a) Not depositing the requisite fees through SB e-Collect by **25.09.2020.**

(b) Not filling up the required subject(s)/Paper (s) at the time of application.

(c) Not downloading the scanned copies of the answer scripts with result overview sent to their e-mail ID by **03.10.2020.**

(d) Not lodging complaint regarding non-receipt of link from CHSE and problem in downloading the answer script, if any, by **08.10.2020.**

(e) Non filing the complaint sheet by **14.10.2020** regarding any problem in respect of addition of marks, any portion(s) of answer(s) being left un-valued or any other problem by logging into the same link provided for downloading.

(f) Providing wrong Roll Number/Subject, wrong or invalid Mobile Number and e-mail ID.

(g)   Non adherence to the procedure and date lines specified in this notification.

7. **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.

8. **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.*

9. **Procedure to apply for re-checking/re-addition of marks and deposit of fee**
   (Last date of submission is 25.09.2020)

(i)   Before proceeding to apply for re-addition ensure that one should have an **active e-mail ID & Mobile Number** for communication. **Students are advised to have their own e-mail ID instead of providing e-mail ID of others/any group. They are also advised to check their e-mail and SMS alert regularly.**

(ii) Fees can be deposited using UPI, Rupay 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.

(iii) The detailed steps to be followed are given below:

OPTION -I

(a) The candidate can visit CHSE web site: **chseodisha.nic.in** and click on the link
    https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=371225
(b) Then they will accept the disclaimer Clause and Proceed.
(c) Then move to point ' **f** ' of Option-II and follow the subsequent steps.

   OR,

OPTION-II

a. Visit online 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 – 2020 ' **Arts'** /**'Vocational'** 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.

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)Roll Number (c) Registration Number (d) Mobile No. (e) e-mail ID as asked for in the application form. 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/-(Rupees Two Hundred) only per paper** applied 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. No paper will be subjected to re-addition/re-checking if the fees @₹ 200/- is not deposited.**

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.

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

11. HOW TO DOWNLOAD THE ANSWER BOOK

i) Soft copy of the evaluated answer script with result overview/score sheet can be downloaded from the link provided to the applicant e-mail ID.

ii) On clicking on the given link, you will be directed to the login page.

iii) Select the Login type **Mobile No or Email Id** and **OTP (One Time Password)** will be sent to either Email Id or Mobile no based on the selection.

iv) On successful log in, you will be directed to the Home Page click on **Download Photocopy.**

v) You will be able to see the list of subjects for which photocopy was requested.

vi) 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.

12. HOW TO LOGDE COMPLAIN AFTER GETTING THE DOWNLOAD COPY OF ANSWER SCRIPT BY 14.10.2020 POSITIVELY

i) Go through the answer script and the result overview/score sheet. Find out :
   (a)   Un-valued answer
   (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 complain.

ii) If you find any error(s), login to your account using the link that was emailed earlier for downloading valued answer scripts. Select the Login type **Mobile No or Email ID** and **OTP (One Time Password)** will be sent to either Email Id or Mobile no based on the selection.

iii) On successful login, you will be directed to the Home Page. Click on **Download Photocopy.**

iv) Click on **"QUERY"** for the subject you wish to raise specific complaints.

v) Candidate query form will be displayed.

vi) 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).

vii) Click on "POST" to submit your complaint.

viii) Acknowledgement will be sent to the registered e-mail Id on successful submission of the complaint.

ix) Click on print for the copy of the complaint submitted.

IMPORTANT – If the candidate is satisfied with the marks awarded, then there is no need for lodging complain for re-addition/re-checking. If no specific complaint is lodged by 14.10.2020, re-checking/re-addition for that candidate and paper will not be undertaken by the Council for the papers evaluated in On-line mode.

By order of the Chairman

Controller of Examinations

Memo No. **6283** /CHSE. **Dt.10.09.2020**
Copy forwarded to RTI Commissioner, Odisha for information.

Controller of Examinations.

Memo No. **6284** /CHSE. **Dt.10.09.2020**
Copy forwarded to Private Secretary to the Principal Secretary, School & Mass Education Department, Govt. of Odisha/Director, Higher Secondary Education, Odisha for information.

Controller of Examinations.

Memo No. **6285** /CHSE. **Dt.10.09.2020**
Copy forwarded to the Finance Officer, CHSE, Odisha for information and necessary action.

Controller of Examinations.

Memo No. **6286** /CHSE. **Dt.10.09.2020**
Copy forwarded to All Officers/All Sections/Zonal Offices of CHSE for information and necessary action.

Controller of Examinations.

Memo No. **6287** /CHSE. **Dt.10.09.2020**
Copy forwarded to the Technical Director, NIC, Bhubaneswar to upload this notification in CHSE, Odisha website. **"chseodisha.nic.in"** for information of all concerned.

Controller of Examinations.

Memo No. **6288** /CHSE. **Dt.10.09.2020**
Copy forwarded to General Manager OCAC, for uploading this notification in SAMS notice for information of the H.S. Schools/Colleges /students.

Controller of Examinations.

Memo No. **6289** /CHSE. **Dt.10.09.2020**
Copy forwarded to the AGM, SBI, Local H.O., Bhubaneswar/ Chief Manager, SBI, I.R.C. Village, Nayapalli, Bhubaneswar for information and necessary action.

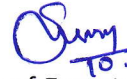10.9.2020
Controller of Examinations.

Memo No. **6290**/CHSE. **Dt.10.09.2020**
Copy forwarded to all Principals of affiliated H.S. Schools/Colleges under CHSE for information and necessary action. They are requested to circulate the notification among the students.

10.9.2020
Controller of Examinations.

Memo No. **6291** /CHSE. **Dt.10.09.2020**
Copy to CHSE. Odisha Notice Board for information of the students and all concerned.

10.9.2020.
Controller of Examinations