



**COMSATS University Islamabad, Wah Campus**  
**Examinations Department**



**Application Form for Re-checking / Re-totaling of Answer Book(s)**  
**(Fee is Rs. 2500/- each paper)**

**E014**

1. Name of student: \_\_\_\_\_ Father's Name: \_\_\_\_\_
2. Registration No. CIIT/\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/WAH    3. Department Name: \_\_\_\_\_
4. Terminal Exams FALL / SPRING \_\_\_\_\_    5. Result declaration date: \_\_\_\_\_
6. Paper to be re-checked / re-totaling (each subject form will be filled separately):

S.#	Course Code	Course Title	Date of Exam & Teacher Name	Marks obtain (Final Paper) /Total Marks
1.				

7. Fee paid Rs. \_\_\_\_\_ in Bank Branch Name \_\_\_\_\_ vide Challan No. \_\_\_\_\_ dated: \_\_\_\_\_
  8. I have to abide by the rules and regulations of the COMSATS University Islamabad, Wah Campus.
  9. Signature of Student: \_\_\_\_\_ Address: \_\_\_\_\_
- Cell No. \_\_\_\_\_ E-mail: \_\_\_\_\_ Dated: \_\_\_\_\_

**For Official Use Only**

The above mentioned course answer book of a candidate is/are checked in the presence of respective course instructor and Exams Official:

Q.1 ____/____, Q.2 ____/____, Q.3 ____/____, Q.4 ____/____, Q.5 ____/____ Q.6 ____/____, Q.7 ____/____, Q.8 ____/____, Q.9 ____/____, Q.10 ____/____ Q.11 ____/____, Q.12 ____/____, Q.13 ____/____, Q.14 ____/____ Total Marks (after rechecking/ retotaling) _____ out of _____ converted marks(if) ____/____  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p align="center">_____ Instructor /Teacher Signature Date: ____/____/202__</p> </div> <div style="width: 45%;"> <p align="center">_____ Exams Official Signature Date: ____/____/202__</p> </div> </div>	Tick the below information: Inform/Call to the Teacher / Student If found any Changes in Marks: i. Run RN Script / CGPA Script ii. Print revised Award List iii. Revised Award List submit on _____
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S.#	After Rechecking Remarks / Decision	Tick Related
1	<b>a)</b> Answer book was thoroughly rechecked/ totaling. <b>b)</b> Answer books was properly marked. <b>c)</b> No discrepancy / changes found. <b>d)</b> Sub Total and Grand Total marks were found correct. <b>e)</b> No part was left unmarked.	
2	Discrepancy found in the grand total on the title page of the answer book. The corrected marks were _____ instead of _____. After correction in the Award List and CUonline. The new total is ____/_____.	
3	Discrepancy found in transfer of total marks / converted marks from Answer Book to Award List/CUonline. The correct marks were _____ instead of _____. The new total is ____/_____.	
4	Discrepancy found in Q.No. _____ portion _____ was unmarked, after rechecking _____ marks of unmarked question are added in final total. The new total is ____/_____.	
5	Discrepancy found in Q.No. _____ mark(s) was/were forwarded incorrect on the title page of Answer Book. After _____ mark(s) added in Grand Total, The new total is ____/_____.	
6	Objective marks were not forwarded on the title page. After _____ mark(s) added in Grand Total, The new total is ____/_____.	
7		

**TOKEN** : (Student to be fill relevant blank below)

Student Name \_\_\_\_\_, Regd.No. CIIT/\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/WAH  
 Apply for Paper Rechecking on date: \_\_\_\_\_  
 Signature of Exam Official: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/202\_\_