

BUXI JAGABANDHU ENGLISH MEDIUM SCHOOL
BHUBANESWAR – 751014

No. BJEMS / 2751 /2025

Date : 04/08/2025

SUPPLEMENTARY EXAMINATIONS: 2024–25 (Std. X / XII)

This is to inform all students who have appeared for the Supplementary Examinations for the session 2024–25 that the CBSE has issued guidelines regarding the modalities and schedule for the SSC/SSCE (2024–25). Based on these guidelines, students must follow the steps given below:

1. Request for Scanned Answer Book

Students may request the scanned answer book of the desired subject(s).

2. Post-Verification Options

After receiving the scanned answer book, students may apply for any of the following:

- **Verification of Marks**
- **Re-evaluation of Answer Scripts**
- **Both Verification and Re-evaluation**

The **CBSE Circular** containing the detailed schedule and instructions is enclosed with this notice for your reference. Students are required to follow the dates and timings mentioned in the circular strictly.

N.B. :

All students are expected to follow the guidelines and schedule as mentioned in the attached CBSE Circular.


PRINCIPAL

Copy to : Principal / Vice Principal / Mr. N.K.Rath / Mr. P.K.Mallick / Class Teachers of Std. X & XII / O.S. / Mr. K.K. Rout / Reception and Office Copy for information.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Co-ord/Veri/Class-XII/Supple/2025

01.08.2025

NOTICE
(Supplementary Exam - 2025, Class X/XII)

As the result of Supplementary Examinations-2025 for Class XII has been declared, the following facilities are being made available to the students of Class X/XII:-

The steps in 2025 will be as follows:

1. In the first stage, students can request for the scanned answer book of the desired subjects.
2. In the second stage, the students can apply for the following:
 - (a) Verification of marks
 - (b) Re-evaluation
 - (c) Both verification of marks and re-evaluation

Students using these facilities are requested to read the guidelines carefully before applying for any step to avoid any inconvenience later.

Given below are the Modalities and Schedule for the Senior/Secondary School Supplementary Examination (Class X/XII) 2024-25: -

1. Request for the scanned answer book of the desired subjects.
2. Thereafter, students can apply for the following after verifying their answer books:
 - (a) Verification of marks
 - (b) Re-evaluation
 - (c) Both verification and re-evaluation

GENERAL GUIDELINES

1. The complete process for making a request and payment of the processing fee is "Online".
2. Requests for all the processes will be accepted only Online and during the specified schedules, along with processing charges. No application after the scheduled date and time and in offline mode will be accepted.

(Handwritten signature)

3. The processing charges can only be deposited online (Credit/Debit Card/Net Banking). Processing charges shall not be accepted through Postal Order/DD/Money order/Cheque/Cash etc.
4. Applications not submitted as per instructions given by the CBSE will be summarily rejected without any correspondence with the candidate.
5. Only a single application for each step per candidate will be accepted in the online process. The candidate must decide in advance whether he/she has to apply for one subject or multiple subjects. Once applied, no second opportunity will be accorded. To ensure this, students will submit an online undertaking.
6. The Board will not be responsible for any consequences due to revision of mark(s) or delay in the process, for reasons beyond its control.
7. A decrease of marks even by one mark shall be affected.
8. In cases where there is a change in marks (both increase and decrease), such candidates shall have to surrender the Mark Statement cum Certificate which is in their possession. Thereafter, they shall be issued a new Mark Statement cum Certificate.
9. Processing fee at any step is non-refundable.

(I) APPLICATION FOR OBTAINING A PHOTOCOPY OF THE EVALUATED ANSWER BOOK

- a) The first step now involves requesting for a photocopy of the evaluated answer book. This allows students to see how their papers were evaluated and how marks were awarded.
- b) Normal processing charges and schedule for Class-XII is given at Annexure I (A), for Class X, the schedule is given at Annexure I(B).
- c) Application needs to be submitted by the candidate only. In no manner should it be submitted by anyone, including "Cyber Cafe". It would be the responsibility of the candidate to ensure that the application is submitted correctly.
- d) Applicants will be provided a scanned copy of the Answer Book in their login account after blocking all information relating to the identity of the Examiner/Evaluator/ any other official associated with the examination process etc.
- e) Efforts will be made to provide the scanned copy of the answer book on first-come, first-served basis, which implies that if a candidate has applied on the first date of application, the applicant will receive the photocopy first, and so on and so forth.
- f) A candidate may choose to apply for a single or multiple subjects when making an application for a scanned copy of answer books. However, the application will only have to be made at one go and not in parts.

- g) If the candidate desires to challenge the marks awarded in any particular subject, the candidate may have to apply for the next steps of verification/re-evaluation or both.

ANY CANDIDATE WILL BE ELIGIBLE TO APPLY FOR VERIFICATION OF MARKS AND/OR RE EVALUATION OR BOTH AS DESIRED BY THE CANDIDATE ON GETTING THE PHOTOCOPY COPY OF THE ANSWER BOOK.

(II) VERIFICATION OF MARKS

- a) Only those candidates who have applied for a photocopy of the evaluated answer book(s) in the manner prescribed above will be eligible to apply for verification of Marks.
- b) **After receiving the photocopy, students can check their answer sheet for any discrepancies or errors in the evaluation. These details are annexed at Annexure-II(A). You are requested to read it carefully and understand how to take the correct action.**
- c) The outcome of the verification of marks will be communicated in the same login account of the candidate from where she/he has applied for a scanned copy of the evaluated answer book(s) in the following manner:
- (i) The outcome of the verification of marks will be uploaded on the login account of the candidate on the CBSE website. No individual communication will be sent in this regard.
- (ii) In case of a change in marks, the first communication that the marks have been changed (increase/decrease in marks) will be provided/hosted.
- (iii) Thereafter, once the result is recalculated, the actual increase or actual decrease of marks will also be informed.

ONLY THOSE CANDIDATES WHO WILL APPLY FOR PHOTOCOPY COPY OF ANSWER BOOK(S) WILL BE ELIGIBLE TO APPLY FOR RE-EVALUATION.

(II) RE-EVALUATION OF EVALUATED ANSWER BOOK (S)

- (a) Only those candidates who have applied for the photocopy of answer books shall be eligible to apply for re-evaluation or challenge the marks awarded to any question(s).
- (b) Request for re-evaluation/challenges shall be accepted only for the theory portion @ Rs 100/- per question.
- (c) The applicant will have to refer to the marking scheme in the subject concerned, which will be available on the website along with the question paper. Thereafter, candidates can submit an application for re-evaluation in the required question(s) with reasoning. Details are annexed at Annexure-II(B). You are requested to read it carefully and understand how to take the correct action.

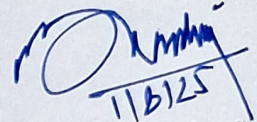
(d) The Status of the re-evaluation shall be uploaded on the website, followed by a formal communication from the Regional Office, CBSE

(e) A decrease of even by one mark shall be affected.

(f) The result of the re-evaluation will be final, and no appeal or review against the re-evaluation will be entertained.

In the case of all the above three activities, the decision of the Board on the marks awarded shall be final and binding on the candidates.

A photocopy of the Answer Book (s) under the RTI Act 2005 will be provided as per the provisions of the RTI Act 2005. However, a request for verification and/or re-evaluation cannot be made under the RTI Act and shall not be entertained.



**(Dr. Sanyam Bhardwaj)
Controller of Examinations**

Copy to Web-admin with the request of uploading on CBSE Website

ANNEXURE – I(A)

SCHEDULE FOR OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS, VERIFICATION OF MARKS, AND RE-EVALUATION FOR SUPPLEMENTARY EXAM FOR SENIOR SECONDARY SCHOOL CERTIFICATE EXAMINATION (CLASS XII) 2025			
S. No.	Activity	Duration	Fee
OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS:			
1	Applying online	06.08.2025 (Wednesday) To 07.08.2025 (Thursday) upto Midnight 11:59:59	Rs.700/- per subject for scanned copy
2	(a) Verification of marks (b) Re-evaluation (c) Both verification and re-evaluation		
	Applying online	13.08.2025 (Wednesday) To 14.08.2025 (Thursday) upto Midnight 11:59:59	1. Rs. 500/- per answer book for verification 2. Rs. 100/- per question for re-evaluation

Note:- Online processes can be done on holidays too.

ANNEXURE – I(B)

SCHEDULE FOR OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS, VERIFICATION OF MARKS, AND RE-EVALUATION FOR SUPPLEMENTARY EXAM FOR SECONDARY SCHOOL CERTIFICATE EXAMINATION (CLASS X) 2025			
S. No.	Activity	Duration	Fee
OBTAINING PHOTOCOPY OF EVALUATED ANSWER BOOKS:			
1	Applying online	08.08.2025 (Friday) To 09.08.2025 (Saturday) upto Midnight 11:59:59	Rs.500/- per subject for scanned copy
(a) Verification of marks (b) Re-evaluation (c) Both verification and re-evaluation			
2	Applying online	18.08.2025 (Monday) To 19.08.2025 (Tuesday) upto Midnight 11:59:59	1. Rs. 500/- per answer book for verification 2. Rs. 100/- per question for re- evaluation

Note:- Online processes can be done on holidays too.

