

தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்
TAMILNADU TEACHERS EDUCATION UNIVERSITY

**GUIDELINES FOR APPLYING FOR RETOTALLING/REVALUATION
AND FOR XEROX COPY OF THE VALUED ANSWER SCRIPTS**

1. If the candidates wish to apply for retotalling/revaluation and for xerox copy of the valued Answer Script, he/she should apply for the same in the prescribed form.
2. There is no revaluation for practicals.
3. Candidates can apply either for retotalling or for direct revaluation or for revaluation after receiving the xerox copy of the valued answer script.
 - a. A Demand Draft for Rs.200/- (retotalling), Rs.200/- (xerox copy), Rs.500/- (revaluation) drawn in favour of **THE REGISTRAR, Tamil Nadu Teachers Education University** payable at Chennai must be sent along with the application proforma.
 - b. Candidate's Name and Register Number should be written on the **TOP LEFT CORNER AT THE BACKSIDE OF THE DEMAND DRAFT**.
4. A Candidate can apply for retotalling/revaluation of any number of papers. However separate application along with fees must be sent for each paper.
5. Requisition for the retotalling/xerox copy/revaluation of the valued answer script must reach **THIS OFFICE** on or before the date stipulated by the office.
6. The fee once paid will not be refunded or adjusted for any subsequent application under any circumstances.
7. The application proforma duly filled should be forwarded to **THIS OFFICE** only through the Principal of the College.
8. **ORIGINAL MARK STATEMENT** should **NOT** be enclosed along with the application. A xerox copy of the mark statement may be enclosed.
9. The candidate is asked to collect the result of the revaluation from the college concerned.
10. After revaluation, the candidate is asked to send his/her **ORIGINAL** Mark Statement to the Controller of Examinations to get a revised Statement of Marks.
11. Candidates who have applied for revaluation need not wait for the outcome of the Revaluation. To be on the safe side, they must automatically register for the next examination within the stipulated time.
12. Candidates can apply for retotalling/direct revaluation/xerox copy to the University **within 10 days** from the date of publication of results. For revaluation after receiving xerox copy, candidates should apply within one week from the date of receipt of the xerox copy.
13. Late and defective applications will be rejected even though the fee has been paid in time.
14. The University will not be held responsible further delay/loss in postal/transit.