

OAC – 11: Ordinance on Showing the Answer Paper to Students and Revaluation of Answer Papers

OAC-11.1: Showing of Answer Scripts to Students

a) Mandatory showing of Assessed Scripts:

Immediately upon the completion of assessment, the concerned teacher shall **show the evaluated answer scripts to the students**. This process must take place **before the marks are submitted to the Examination Section** or uploaded to any digital system.

b) Objective:

This provision is intended to ensure **transparency, academic accountability**, and to provide students with an opportunity to understand their performance and the marking process.

c) Procedure:

a) The teacher shall notify the date, time, and venue for the display of answer scripts to the concerned batch of students.

b) Students must be shown their individual scripts **in the presence of the teacher**, and no unauthorized photographing or duplication of the answer script shall be permitted.

c) Teachers may clarify doubts regarding evaluation, but **no request for rechecking or revaluation** shall be entertained at this stage.

d) After this process, the teacher shall obtain a signature or digital acknowledgment from students confirming that they have viewed their answer scripts.

d) Record-Keeping:

A brief record of the date and list of students who have viewed their scripts shall be maintained by the teacher and submitted to the CoE.

e) Scope and Applicability:

This provision shall apply to **both Semester assessments** where the evaluation is conducted by the college faculty.

f) Failure to Comply:

Non-compliance with this requirement by the teacher shall be viewed seriously and may result in academic audit observations or further administrative action as deemed appropriate by the Principal.

OAC-11.2 Revaluation of Answer Scripts:

a) **Eligibility for Revaluation:**

- a) Only theory papers shall be eligible for revaluation.
- b) A student who has applied to view their answer paper and is not satisfied with the awarded marks may apply for revaluation within **seven working days** of viewing the script.

b) **Application and Fees:**

- a) The application for revaluation must be submitted in the prescribed format, along with the requisite fee per paper, as notified by the Examination Section.
- b) The fee for revaluation shall not be refunded.

c) **Revaluation Procedure:**

- a) The answer script shall be re-evaluated by an **independent examiner**, different from the original evaluator, who shall not be informed of the original marks awarded. If sufficient number of evaluators are not available in a subject the evaluation will be done by teacher from the other Institute affiliated to Goa University.
- b) The revaluation shall be final and binding on the student.

d) **Communication of Revaluation Result:**

The revised result, if any, shall be communicated to the student in writing and reflected in the official grade sheet upon approval by the Examination Committee.

OAC-11.4 Restrictions and Exceptions:

- a) Revaluation shall not be permitted for internal assessments, oral examinations, viva voce, project reports, dissertations, fieldwork, or any other non-written assessment components unless explicitly allowed by the academic regulations.
- b) Requests received after the stipulated deadline shall not be entertained.

OAC-11.5 Criteria for Change of Marks:

- a) If, upon revaluation, there is a change in marks, the revised score shall be accepted.
- b) In case the variation between the original and re-evaluated marks is **25% or more**, the script shall be sent for a **third evaluation**, and the **average of the closest two** of the three scores shall be considered final.