

**RECHECKING / RE-ADDITION OF MARKS  
FOR THE ANNUAL HIGHER SECONDARY EXAMINATION, 2016**

**ART/COMMERCE/VOCATIONAL STREAMS**

- Students desirous of applying for rechecking / re-addition of marks in any of the paper(s) may do so **within 15 days of the declaration of the Examination result** following the due procedure as outlined below.
- Student, who applies for rechecking / re-addition of marks in any paper(s) with requisite fees 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 statement of marks at the earliest.
- Student has to download the valued answer book after receiving such link. No photo-copy/hard copy shall be provided by the Council.
- 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 in writing along with valid justification, the scanned copy of the answer book and mark statement for necessary action at the Council level. On examination by the Subject Experts / Examiners, if it is found that the grievance of the applicant deserves merit and consideration, the result of the rechecking / re-addition shall be communicated to the applicant after due approval by the competent authorities.
- Students are advised to apply for rechecking / re-addition as early as possible without waiting for the last date not only to get their rechecking / re-addition results early but also to avoid late hour rush. The Council shall not be responsible, if the student fails to deposit requisite fees by the last date. Under no circumstances complaints regarding rechecking / re-addition shall be entertained after the due dates.
- As there is a provision for supply of valued answer book through the re-addition process no RTI application/ queries for supply of answer book will be entertained.
- **Important:** *Rechecking and re-addition of marks will be restricted to checking whether all the answers have been examined 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.*

**Procedure for Applying for Re-checking/Re-addition of Marks and deposit of fee**

1. *Before proceeding to apply for re-addition ensure that one should have an active e-mail ID for future communication.*
2. Fees can be deposited using **SBI ATM-cum-Debit Card, Net Banking facility of any Bank** besides visiting any SBI branch to **deposit cash or cheque** drawn on any SBI Branch.
3. The detail steps to be followed :
  - (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 on 'Go'.
  - (e) Now select Educational Institution Name as 'Council of Higher Secondary Education, Odisha' and click on '**Submit**'.
  - (f) Select '**Readdition of Marks-Annual HS Exam-2016-Arts**' '**Readdition of Marks-Annual HS Exam-2016-Commerce**' '**Readdition of Marks-Annual HS Exam-2016-Vocational**' from among the payment categories from the drop down window.

- (g) 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) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen.** 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/- per paper applied for. Number 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 ignored. The applicants are advised to be careful for this.*
- (h) Once required data is filled in click on '**Submit**'.
- (i) 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**'.
- (j) 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.
- (k) 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 Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted 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 print out 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 acknowledgment 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](http://www.onlinesbi.com) for printing the e-receipt from the 'Payment History' link.

4. *CHSE(Odisha) will process the re-addition work, once payment/fees is received and intimate the outcome in due course. No physical application is required to be submitted to the CHSE, Odisha.*
5. *Quote your **SB Collect Reference Number (DU number)** printed on the e-Receipt for any future correspondence with CHSE(Odisha).*

#### **HOW TO DOWNLOAD THE ANSWER BOOKS (THEORY) OF COMMERCE STREAM & OTHER MILs, MATHEMATICS, STATISTICS, GEOGRAPHY, INFORMATION TECHNOLOGY OF ARTS STREAM**

1. Soft copy of the evaluated answer script can be download from the link provided to the applicants e-mail ID.
2. On clicking on the given link, soft copy will be down loaded in a zip format.
3. The candidate needs to unzip the file (right click - extract) for this purpose, it should be ensured that WIN RAR or 7ZIP is installed in the system.
4. Open the file `osm-print.html` (by double clicking) to get the answer script. In case of **internet explorer** search engine, a pop up window will appear right click on it; then click allow block content then click yes;  
(b) In case of **Mozilla fire fox** search engine no such activity is needed, use Mozilla Fire fox 38.0.1 or higher version.

#### **PROCEDURE TO DOWNLOAD THE ANSWER BOOKS (THEORY) OF ARTS/VOCATIONAL STREAMS AND PRACTICAL ANSWER BOOKS OF ALL STREAMS TO BE NOTIFIED SHORTLY.**

*By order of the Chairman*  
Sd/-  
**Controller of Examinations**