Directorate of Education: Govt. of NCT of Delhi
Examination Cell, Room No. 222-A
Old Secretariat, Delhi-110054

No.DE.5(43)/04/Exam/2015/203-208 Date: 30-3-2016

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Sub: Online Correction of Result / Marks / Subjects etc. in respect of Class XI

All the Heads of government schools are hereby informed that the correction of result / marks / subjects in respect of class XI shall be done online and the link for the correction is available at.

Student Module under the head Correction of Result

The module will function under three stages in the following manner:

First Stage: The concerned schools will enter the proposed changes in marks, subjects, etc. in the format available for this purpose online and after their satisfaction press the 'submit' button.

Proposals for rectification of marks, subjects, etc. can be submitted online to the concerned Zonal DDE from 1st April 2016 to 8th April 2016. The link available to schools for this purpose would be blocked thereafter.

Although the proposed changes will be automatically transferred online to the concerned DDE (Zone) but, for verification, the schools will also submit the following documents to the Zone Office by 08th April, 2016:

1. Award Lists in Original
2. Answer Sheets in Original
3. Broad Sheet with Result
4. Hard Copies of Correction Sheet Submitted Online by HOS

Second Stage: At the second stage, the link for correction of result will be available with the Zonal DDEs. Concerned DDE (Zone) will constitute a committee comprising of 3-5 members including Principal/Vice-Principal/Teachers who will check the documents submitted by the schools and verify the authenticity of the proposed changes. Two online options will be available to the committee namely- 'Verified' and 'Delete'. On examination of the documents, if the committee finds that the changes proposed are genuine and the same need to be made, it would click at the 'Verified' button and if the committee is not satisfied with the claim of the school it would click at 'Delete' option. This exercise at the zonal level must be completed by 13th April 2016. The verified data would be automatically transferred online to the Examination Branch at the Head Quarter. However, all the evidences procured by Zonal DDEs in this regard along with hard copy of the recommended changes would also be forwarded to the Exam Branch for further examination.
Third Stage: Only the data verified online by and the files received through concerned DDE (Zone) would be re-examined by the Examination Branch and upon satisfaction would be forwarded to ADE (IT) for necessary action. Any manipulation, whether on the part of the school or otherwise, would be viewed seriously and strict action shall be taken against officials responsible for the same.

Status of Correction: Correction Status of result may be viewed by HOSs on line. They are requested not to send IT Assistants/Teachers/Parents/Students directly either to the CAL LAB or to the HEADQUARTER for result related queries.

Important Note:
1. Further, the link for correction of marks / result / subjects / entry of marks etc. for classes VI to VIII will be opened at school level on 15th April 2016 and blocked on 30th April 2016 at 05:00 p.m.
2. Heads of Schools are also directed not to take out the print of Report Card of such students of any classes i.e. VI, VII, VIII & XI whose Marks/Subjects are incorrect and need to be rectified.

This issues with the prior approval of the Competent Authority.

(SAVITA DRALL)
DDE (Exam)

All Heads of Govt. Schools through DEL E.

Copy to:
1. PS to Secretary (Education)
2. PS to Director (Education).
3. All RDEs/DDEs (District & Zone) through DEL E
4. ADE (IT) to get it placed on DEL E.
5. Guard File.

(DR. SATISH KUMAR)
OSD (EXAM)