

# Annexure: Checking and Re-evaluation – CBSE Board

## 1. Basic School Information

Field	Details
School Name	
School Code / Affiliation No.	
Academic Session	
Prepared By	
Verified By (CBSE Coordinator)	
Review Date	

## 2. Objective of Checking & Re-evaluation

To ensure that **eligible students** are properly informed about the **re-evaluation process**, including **deadlines, application submission, fee payment, and tracking the outcome** in alignment with **CBSE guidelines**.

## 3. Eligible Students List

S. No	Student Name	Roll No.	Subject	Reason for Re-evaluation Request	Fee Payment Status (Paid/Unpaid)

## 4. Re-evaluation Process Information Sent to Students

Student Name	Mode of Communication (Email/Phone/Notice)	Date Sent	Confirmation Received (Yes/No)

## 5. Application Form Submission & Fee Payment

Student Name	Application Submitted (Yes/No)	Fee Payment Completed (Yes/No)	Date of Submission


## 6. Application Review & Correctness Check

S. No	Student Name	Subject	Application Details Verified (Yes/No)	Fee Payment Verified (Yes/No)	Date Verified	Verified By

## 7. CBSE Re-evaluation Submission & Deadline Compliance

Subject	Student Name	CBSE Re-evaluation Application Submitted (Yes/No)	Submission Date	Deadline Date	Status (On-time/Delayed)

## 8. Re-evaluation Outcome Tracking

Student Name	Subject	Application Status (Accepted/Rejected)	Outcome (Marks Changed/No Change)	Date of Outcome

## 9. Parent Communication on Outcome

