SUMATHI REDDY
INSTITUTE OF TECHNOLOGY FOR WOMEN
Learning at its best
AN AUTONOMOUS INSTITUTION
Estd:2009
Approved by AICTE | Affiliated to JNTUH | Accredited by NBA | Accredited by NAAC with 'A' Grade

Guidelines for Conduct of Re-Assessment Test

This provision aims to support student learning, uphold fairness in academic practices, and alleviate stress during Mid Examinations, while maintaining high academic standards. Students who meet the eligibility criteria may appear for Re-Assessment Test in accordance with the following guidelines.

1. Eligibility Criteria

- Students who were absent during the regular Mid Examinations or have obtained low average marks are eligible to apply.
- A student can register for the Re-Assessment Test for all theory subjects in the semester.

2. Application Procedure

- Applications must be submitted within two working days from the declaration of mid-semester results.
- The prescribed application form must be filled and submitted to the Controller of Examinations.
- All required supporting documents (such as medical certificates or other valid reasons for absence) must be attached.

3. Examination Fee

- Students are required to pay the prescribed examination fee for each subject they wish to appear for the Re-Assessment Test.
- The fee payment process will be notified separately by the Controller of Examinations.

4. Syllabus Coverage

- The Re Assessment Test will be conducted at the end of the semester and will carry 30 marks consisting of both objective and descriptive questions. It will cover the entire syllabus of the respective subject as prescribed for the regular mid examination.

5. Conduct of Examination

- The schedule for the Re-Assessment Test will be notified separately.
- The examination will be conducted under the supervision of the Controller of Examinations, following standard examination protocols.

6. Award of Marks

- The marks obtained in the Re-assessment test will be considered equivalent to those obtained in one mid-term examination. Zero marks will be awarded to students who are absent from the mid-term examination. The average of the best two scores from the three exams (the two mid-term exams and the RAT), combined with other internal assessment components, will constitute the Continuous Internal Improvement (CII) marks for that specific course

7. Notification of Results

- Results of the Re-Assessment Test will be declared within a stipulated time frame, as notified by the Controller of Examinations.

8. General Instructions

- Students must adhere to all examination rules and regulations.
- Any form of malpractice or violation of guidelines will result in disciplinary action.

CONTROLLER OF THE EXAMINATIONS **PRINCIPAL**

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Application for Re-Assessment Test

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1. Student Details

- Name: _____
- Hall Ticket Number: _____
- B.Tech :_____Year _____Semester _____Branch _____
- Contact Number: _____
- Email ID: _____

2. Details of Subjects for Re-Assessment Test

S. No.	Subject Code	Subject Name	Year	Semester	Reason for Re-Assessment Test (Absent/Low Marks)
1					
2					
3					
4					
5					

Note: Enclose supporting documents

3. Fee Payment Section

- Number of Subjects Applied For: _____
- Prescribed Examination Fee per Subject: _____
- Total Fee Paid: _____
- Mode of Payment: [ ] Cash [ ] Online
- Transaction/Receipt Number: _____
- Date of Payment: _____

- Attach proof of payment (receipt/transaction slip).

4. Checklist for Document

Please ensure the following documents are attached with your application:

- Copy of Mid Examination Result
- Supporting documents for absence/low marks (e.g., medical certificate, other valid proof)
- Proof of Fee Payment (receipt/transaction slip)
- Any other relevant documents (please specify): _____

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge. I have attached all necessary supporting documents and proof of fee payment. I understand that the Re-Assessment Test will cover the entire syllabus of the respective subject and agree to abide by the guidelines issued by the Examination Branch.

Date: Signature of Student

For Office Use Only

- Application Received On: _____
- Receipt No:_____ Amount Paid:_____
- Verified By: _____
- Remarks: _____

Remarks by the Controller of Examination: **Approved for Examination** ☐

Not Approved for Examination ☐

Signature
Controller of the Examinations