

Guidelines

Submit the re-test / improvement test form duly filled and signed by all those concerned and hand it over to the concerned Department Test Coordinator within the stipulated deadline.

- **Special Cases**

- Students who have been stopped from writing the CIE Test for any administrative reason MUST get *proper permission from the concerned Head of the Department, Dean – Student Affairs and Principal* before submitting the form.
- *Malpractice and Suspension Case*: Students who are being reprimanded during a particular / all CIE Test(s) are NOT PERMITTED to take up those CIE Re-Test / Improvement Test / Bulk Re-Test.

Deadline for submission of Forms for Re-Test / Improvement Test / Bulk Re-Test

As a process, the examination section would give a detailed schedule before the start of each CIE Test which shall contain the deadlines. However, the common deadline would be as follows:

- All the Forms for (Re-Test /Improvement / Bulk Re-Test) must be submitted:
 - For CIE 1 and CIE 2: 5 working days before the start of next CIE Test.
 - For CIE 3: Within 5 days after CIE 3 Test completion.

Note: *Any changes in these would be intimated by the Office of Controller of Examinations then and there through circulars / other modes of communication.*

Payment Link / QR Code for Improvement Test

<https://imjo.in/xQ7cJK>



Proof of payment to be attached along with the Form.