![Aga Khan University logo]

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AGA KHAN UNIVERSITY EXAMINATION BOARD

Re-checking Form for SSC and HSSC Candidates
September 2019 Examination Session

Candidate Details:

Certificate: ☐ SSC ☐ HSSC

Candidate Name: _____

Enrolment ID *(as per result slip)*: _____

Candidate ID *(as per admit card)*: _____

Candidate Contact Number: _____

School Name *(For regular candidates only)*: _____

School Code *(For regular candidates only)*: _____

Services Offered:

Service Number	Description	Payable fee
1	A full clerical re-check in order to ensure that no part of the question responses has been left unmarked.	Rs. 3,500 (Per subject per candidate)
2	A review of the marking of each question including a full clerical re-check.	Rs. 7,000 (Per subject per candidate)

Re-Checking is requested for:

Subject	Grade as Shown on Result Slip	Service Requested (1/2)	Fee
		Total:	

Important Notes:

- Re-checking forms will be accepted from **Friday, November 08, 2019** onwards. Duly filled form along with required documents and processing fee must reach at below mentioned mailing address by **Friday, November 15, 2019**.
- Results of the re-checking exercise will be dispatched to the affiliated school by **Friday, November 22, 2019**. Discrepancies reported after 15 working days of dispatch would not be honored.
- Re-checking forms for regular candidates must be endorsed by the School Principal.
- A copy of the Admit Card or previous Result Slip must accompany the application.
- The majority of re-checking requests do not result in a change to a grade, since marking is done in accordance with well-defined mark schemes and all marks are added up electronically.
- During re-checking your grade may go up or stay the same. If your grade stay the same, you cannot reject the re-check. The only way to improve your grade would be to re-sit the exam.
- Incomplete application form will not be processed; and would be discarded after 05 working days.

Fee Details:

Fee for re-checking can be submitted in the following mode of payment:

1. **Pay Order:**

    Beneficiary Name: The Aga Khan University
    NTN #:   1206240-5

    Important note: *Pay order must be in favor of "__The Aga Khan University__", else your application will not be processed.*

2. **Cash deposit at any online HBL branch:**

    Candidate/ School can deposit amount in (PKR only) at any of the branches of Habib Bank Limited (HBL) through online banking facility.

    Account Title   The Aga Khan University
    Account #   0896-79006003-01
    Branch Code   0896
    Bank Name   Habib Bank Limited
    Branch Name   KARSAZ, Karachi
    NTN #:   1206240-5

    Important Note:
    *   *AKU-EB candidates must mention their Enrolment ID and Name on HBL's deposit slip.*
    *   *School/Institutions should mention their institution name on HBL's deposit slip.*
    *   *The acknowledgement of payment given by the bank on the deposit slip (original) must be sent to AKU-EB office along with application form and documents.*

    Pay Order/ HBL Deposit #:   Dated: Amount:

Mailing Address:

Completed form along with original Pay Order or HBL's Original Deposit Slip and documents to be sent to the following address.

The Aga Khan University Examination Board
Block - C, IED-PDC, 1-5/ B-VII
Federal B. Area, Karimabad
Karachi-75950, Pakistan
Tel: +92 21 3682 7011-8
Email: examination.board@aku.edu

Disclaimer:

The Aga Khan University Examination Board (AKU-EB) shall take necessary measures to ensure examinations and other activities are conducted as scheduled; however, in case of any disruption caused by circumstances beyond its control, AKU-EB reserves the right to cancel, postpone and/or delay the said examinations/activities, and reschedule them in a manner that AKU-EB may deem appropriate. That, except to the extent of rescheduling of examination/activities, AKU-EB shall not be liable in any manner for not holding the examinations/activities as scheduled for the reasons stated above.

I certify that the information provided on this form is complete and accurate to the best of my knowledge.

Signature of Candidate: _____   Principal's Signature _____
                                                  & School Stamp:

Date: _____   Date: _____