



Examination Appeal Form

SECTION 1 : INSTRUCTIONS

1. All appeals against the examination results shall be submitted to Student Support Executive within 7 working days from the release of results.
2. No appeal will be accepted for the re-grading of a paper in which the student has passed.
3. Only one appeal per examination is allowed.
4. Result of appeal will be released within 4 weeks (for in-house courses) or 8 weeks (for courses with external partners) of the date of the appeal.

SECTION 2 : DETAILS OF STUDENT (TO BE FILLED BY STUDENT)

Student Name	:	_____	Course Code	:	_____
Student Fin / NRIC No.	:	_____	Module Code	:	_____
Date of Examination	:	_____			
Justification behind appeal	:	_____			

SECTION 3 : FOR OFFICIAL USE ONLY

Acknowledgement & Check by Student Support Executive

Deadline for release of outcome of appeal :	
Documents checked and found to be:	Correct / Incorrect
The appeal is in line with examination regulations:	Yes / No
Name & Signature of Student Support Executive	Date:



Result of Remarking

Result of remarking :
Comments:
Date:
Name & Signature of Marker:

Check by Head of Academic Affairs

Remarks:	
Name & Signature of Head of Academic Affairs	Date

Outcome of Appeal Results

<input type="checkbox"/> Successful, final result and remarks :	
<input type="checkbox"/> Not successful, final result and remarks:	
Name & Signature of Head of Academic Affairs	Date
Name & Signature of Chairman of Examination Board	Date



Follow up by Student Support Executive

- Letter of reply on outcome of appeal given to student

- Acknowledgement given by student on receiving the outcome

Name & Signature of Student Support Executive

Date:

NB: All information provided are treated with strictest confidentiality and are meant for internal use only.