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| Examination Appeal Form |

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| Section 1 : instructions |

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| 1. All appeals against the examination results shall be submitted to Student & Academic Services Department within 14 working days from the release of results.  2. 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. |

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| Section 2 : details of student (to be filled by student) |

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| Student Name | : |  | Class Code | : |  |
| Student Fin / NRIC No. | : |  | Module | : |  |
| Date of Examination | : |  |  |  |  |

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| Section 3 : for official use only |

**Acknowledgement & Check by Student & Academic Services Department**

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| 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 Staff | Date: |

**Result of Remarking**

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

**Check by Academic Director**

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| Remarks: | |
| Name & Signature of Academic Director | Date |

**Outcome of Appeal Results**

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| * Successful, final result and remarks : |  | |
| * Not successful, final result and remarks: |  | |
| Name & Signature of Academic Director | | Date |
| Name & Signature of Examination Board Chairman | | Date |

**Follow up by Programme Executive**

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| * Email reply on outcome of appeal given to student * Acknowledgement given by student on receiving the outcome | |
| Name & Signature of Staff | Date: |

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