|  |
| --- |
| Examination Appeal Form |

|  |
| --- |
| Section 1 : instructions |

|  |
| --- |
| 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. |

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

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

|  |
| --- |
| Section 3 : for official use only |

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

|  |  |
| --- | --- |
| 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**

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

**Check by Academic Director**

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

**Outcome of Appeal Results**

|  |  |
| --- | --- |
| * 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**

|  |
| --- |
| * 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.