Note: Submission of appeal request only applies to students who have failed their examination. Students who have passed their examination are not eligible to appeal.

A. Students who are dissatisfied with their assessment results can submit an appeal request filing up the Student Exam Appeal and Deferment Form and submit it to the Programme Department within 7 working days after the release of assessment results.

B. The Programme Executive is to acknowledge the student’s letter/form within 2 working days.

C. Students are required to state clearly on the form the :

- Nature of Application
- Examination Date
- Module Name and Code
- Reason(s) for Appeal

D. Upon receipt of the appeal, Programme Department is to :

- Draw out the relevant examination papers to be reviewed
- To relook into the raw results and re-calculate the scores to see if there are any mistakes

E. If there is a mis-calculation, the Programme Executive will update the examination results. Outcomes and findings (if any) will be documented in the Remarks Column (under Section C of the Form).
F. Head of Programme and Management Team is to approve any changes in examination marks.

G. Final decision for all appeals must be endorsed by the Examination Board.

H. Students will be informed on the outcome through an official letter issues by the Programme Department.

I. Programme Department will inform the student of the final decision not later than 10 working days from the date of appeal.

J. All final assessment results will be released within 3 months upon completion of the final examination and/or assignment of the course.

K. Students are expected to receive their awards and transcripts by October of each year.