

Appeal Procedure for Results

Courses with External Partners

- 1.1 Upon release of results, students who are dissatisfied with the outcome may submit Examination Appeal Form to the Programme Executive. This is to be done within 7 working days of the release of examination results.
- 1.2 The Programme Executive is to acknowledge the receipt of the Examination Appeal Form within 3 working days, and proceed to submit the appeal to the External Partner.
- 1.3 All decisions made by the External Partner are subject to their appeal processes, and approved decisions are final.
- 1.4 The Examination Board is to review and endorse the appeal results before the Programme Executive informs the students of the appeal outcome (to be done within 8 weeks of the date of the appeal).
- 1.5 Should there be changes required, the Programme Executive will make the necessary amendments to the results slip and submit to the Academic Director for approval.

In-house Courses

- 1.6 Upon release of results, students who are dissatisfied with the outcome may submit an Examination Appeal Form to the Programme Executive. This is to be done within 7 working days of the release of examination results.
- 1.7 The Programme Executive is to acknowledge the receipt of the Examination Appeal Form within 3 working days, and proceed to submit the appeal to the Academic Director.
- 1.8 The Academic Director is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will be designated to re-mark the paper. Comments in relation to the re-mark must be stated in the Examination Appeal Form, which would be circulated to all Examination Board Members for their review and approval.
- 1.9 All decisions made by the Examination Board are final.
- 1.10 The Programme Executive will inform the student of the final decision within one month from the date of the appeal.
- 1.11 Should there be changes required, the Programme Executive will make the necessary amendments to the results slip based on the appeal result.