

## Appeal Procedure for Results

### Courses with External Partners

- Upon release of results, students who are dissatisfied with the outcome may submit an **Appeal Request Form** to the **Programme Executive**. This is to be done **within 7 working days** of the release of examination results.
- The **Programme Executive** is to acknowledge the receipt of the **Appeal Request Form within 3 working days**, and proceed to submit the appeal to the **External Partner**.
- All decisions made by the **External Partner** are subject to their appeal processes, and approved decisions are final.
- 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 4 weeks** of the date of the appeal).
- Should there be changes required, the **Programme Executive** will make the necessary amendments to the results slip and submit to the **Academic Manager** for approval.

### In-house Courses

- Upon release of results, students who are dissatisfied with the outcome may submit an **Appeal Request Form** to the **Programme Executive**. This is to be done **within 7 working days** of the release of examination results.
- The **Programme Executive** is to acknowledge the receipt of the **Appeal Request Form within 3 working days**, and proceed to submit the appeal to the **Academic Manager**.
- The **Academic Manager** 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 **Appeal Request Form**, which would be circulated to the **Examination Board Chairman** for his/her review and approval.
- All decisions made by the **Examination Board** are final.
- The **Programme Executive** will inform the student of the final decision **within 4 weeks** from the date of the appeal.
- Should there be changes required, the **Programme Executive** will make the necessary amendments to the results slip based on the appeal result.