

Ref No. : GD4C5-F19  
Rev No. : Rev 01  
Effective Date : 29 August 2023

**Section 1: Instructions**

1. All appeals against the examination results shall be submitted to Admin Executive within 2 working days from the release of results.
2. No appeal will be accepted for the re-grading of a paper in which the student has passed.
3. Only one appeal per examination is allowed.
4. Result of appeal will be released within 7 working days from the release of results.

**Section 2: Details of Student (to be filled by student)**

Student Name : \_\_\_\_\_ Class Code : \_\_\_\_\_  
Student NRIC/ FIN No. : \_\_\_\_\_ Module Code : \_\_\_\_\_  
Date of Examination : \_\_\_\_\_

**Section 3: For Official Use Only**

**Acknowledgement & Check by Admin Executive**

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 Admin Executive	Date:

**Result of Remarking**

Result of remarking :

Comments:

Name & Signature of Marker	Date
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**Check by Principal**

Remarks:	
Name & Signature of Principal	Date

**Outcome of Appeal Results**

<input type="checkbox"/> Successful, final result and remarks :	
<input type="checkbox"/> Not successful, final result and remarks:	
Name & Signature of Principal	Date
Name & Signature of Examination Board Chairman	Date

**Follow up by Admin Executive**

<input type="checkbox"/> Letter of reply on outcome of appeal given to student	
<input type="checkbox"/> Acknowledgement given by student on receiving the outcome	
Name & Signature of Admin Executive	Date:

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