



(PRIVATE & CONFIDENTIAL)

UniKL/AcMD/SOP13/FOR/01

APPEAL ON GRADE

RE-ASSESSMENT OF FINAL EXAMINATION MARKS OR COURSEWORK

1. Student

2. Institute/ Faculty

3. AcMD

Important Note. Item 19.0 Academic Appeals (University Rules and Regulations (URR) 13th Edition.

1.0 Appeals are allowed for the re-assessment of the final examination or final portion of coursework (which results have not been released to students prior to the final/end of semester examinations.)

2.0 The student's answer scripts or coursework will be **re-assessed/re-marked** again.

3.0 A payment of RM100.00 is required for the re-assessment per course (subject).

4.0 The payment is **refundable** if the **revised grade** is **higher** from the grade obtained earlier.

5.0 However, if the revised grade is **lower or unchanged**, the processing fee will **not be refunded**.

Student's Name : _____

IC No. : _____ ID No. : _____

Programme : _____ Exam Semester: _____

Institute : _____ H/Phone No. : _____

Details of Appeal (Kindly use separate form for each course (subject) and attached the receipt as proof of payment)

COURSE CODE	COURSE TITLE	GRADE	REASON FOR APPEAL

Note: I hereby enclosed a processing fee of RM100.00 for the above appeal and I understand that the fee is refundable if the appeal is successful. However, if the revised grade is lower or unchanged, the processing fee will not be refunded.

Student's Signature : _____ Date : _____

FOR FINANCE

Signature & Official Stamp : _____ Receipt No: _____ Date: _____

FOR INSTITUTE

HEAD OF SECTION / PC	ACADEMIC SERVICES SECTION
Current Mark : _____	<input type="checkbox"/> No grade change
Mark After Re Assessment : _____	<input type="checkbox"/> Grade changed from: _____ to _____
..... Signature Date: _____ Name: Designation: Signature Date: _____ Name: Designation:

DEAN'S RECOMMENDATION		AcSS' CHECKLIST	
<input type="checkbox"/> Recommended/ Approved	<input type="checkbox"/> Not Recommended/ Not Approved	UAC No. & Date :	
..... Signature	Date : _____	Senate No. & Date :	
		Reprint Result Slip (Date) :	
		Issue Letter to Student (Date) :	