

APPEAL AGAINST RESULTS

Please complete the form & submit it to our Student Services Office

SECTION A

Student's Name (as in NRIC / Student Pass):		Student ID No.:
Course:	Contact No.:	Email Address:
Module/Unit (one unit per appeal):		Date of Unit Commencement:
Date of Unit Exam/Test:	Date of Result Release:	Result Grade Given:

I understand that requests for appeal of results will only be considered against Fail results only and that appeal must be justified in accordance to acceptable rationale as shown in the Student Handbook.

Justification for my appeal:
(continue on separate page, if necessary)

I attached the following document/s in support of my appeal:

I understand that (a) this appeal will be considered solely on the basis of the information above and the documents provided, and that (b) the result of this appeal is final which may include a worse grade being awarded to me.

I am aware that application to appeal against results does not entitle me to view or retain the exam scripts and that a non-refundable administration fee of S\$50 per unit (subject to prevailing GST) is chargeable on submission.

Student's Signature:

Date:

FOR OFFICIAL USE ONLY

SECTION B

Appeal Received & Verified By: (Name & Signature)	Admin Fee's Receipt No. & Date:	Appeal Processed By: (Name & Signature)
Outcome of Appeal:		
Appeal Reviewed By (Name & Signature):		Date:

Please return this Form to the Student Services for filing when process is completed