



EXAMINATION AND ASSIGNMENT APPEAL FORM

Information to Students:

- 1. Appeal Form must be submitted within 3 working days from the date of results is released.
- 2. Student must pay administrative fee of S\$160.50 (Including GST) and it is non-refundable.
- 3. Appeal result will be released within 2 weeks (for in-house courses).

Date of appeal: _____

Name: _____
Fin No: _____
Contact No. : _____

Programme: _____
Module: _____
Assessment Mode: Assignment / Examination

Reasons to appeal:

(Signature&Date)

For Finance Use:

Appeal Amount: S\$160.50 (Including GST)

Invoice No: (*Attach payment receipt)

Received by:

(Name, Signature&Date)

For office use:

Examination Unit's Input:

Programme Manager's Comments/Proposal:

(Name, Signature&Date)

Academic Head's Comments & Approval:

(Name, Signature&Date)

Examination Board Chairperson's Comments & Approval:

(Name, Signature&Date)

Action by Exam Unit:

(Name, Signature&Date)