



Assessment Appeal Form

SECTION 1: INSTRUCTIONS

1. Students are given 7 working days to submit an appeal after the release of assessment 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 assessment is allowed.
4. Result of appeal will be released within 4 weeks (for in-house courses) or 4 weeks (for courses with external partners) of the date of the appeal.

SECTION 2: STUDENTS DETAILS (STUDENT TO FILL IN)

Student Name : _____
Student ID No. : _____
Subject Name / Code : _____
Date of Examination : _____

SECTION 3: ACKNOWLEDGED BY ASSISTANT PRINCIPAL

Name : _____
Date : _____ Signature : _____

SECTION 4: CHECKED BY PRINCIPAL / ASSISTANT PRINCIPAL

Assessments documents checked and found to be:
Correct / Incorrect

The appeal is in line with examination regulations:
Yes / No

Name : _____
Date : _____ Signature : _____



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SECTION 5: RESULTS OF REMARKING

Comments from Marker:

Results of Remarking:

Name of Marker : _____

Date : _____

Signature : _____

SECTION 6: REVIEW BY EXAMINATION BOARD

Remarks:

- Appeal is successful
- Appeal is unsuccessful

Name : _____

Date : _____

Signature : _____



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SECTION 7: FOLLOW UP BY ASSISTANT PRINCIPAL

- Communicated appeal outcome to student
- Results changed in student assessment record

Name : _____

Date : _____ Signature : _____

Note: All information provided are treated with strict confidentiality and are meant for internal use only.