



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
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The appeal is in line with examination regulations:

Yes	/	No
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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 : _____



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.