

GUIDELINES FOR COURSE GRADE APPEAL

- 1.0 The faculty offering the course will display the results of the examinations (grade only) to each student no later than seven (14) days after the last day of the final examination week for the semester.
 - 2.0 **Students may contact the respective lecturers directly if they feel that a mistake has been made on the student's grade. Students may also check their examination answer scripts and discuss with the lecturer if they are not satisfied with their results. If students are still unhappy with the results of the review of their scripts, students may apply for a course grade appeal which is an appeal for the script to be reassessed and re-marked. Students may only apply for a course grade appeal after they have reviewed and discuss the answer scripts with the respective lecturers.**
 - 3.0 The course grade appeal must be submitted within the stipulated time given by the faculty.
 - 4.0 Students may obtain the Course Grade Appeal Form at the Centre for Degree Programme office or can be downloaded from the Student Portal. The student must submit the completed course grade appeal form together with payment receipt to the faculty offering the course. Payment can be made to the bursary according to the following procedure:
 - 4.1 RM50.00 will be charged for each course grade appeal,
 - 4.2 Payment can be in cash or online banking, and
 - 4.3 All payments must be made by the students themselves at the UTMSPACE Financial Division. Payments via postage will not be accepted.
- Note: Refer [here](#) for the methods of payment. For online payment, kindly put '**COURSE GRADE APPEAL**' in the "Recipient Reference" to ease payment verification.*
- 5.0 Students will have to submit copies of the form to the faculty offering the course that they are appealing. A copy of the form is to be kept by the student. Students will have to enclose the payment receipt when they submit the course grade appeal forms.
 - 6.0 If there is an appeal from a student, the faculty will reassess and re-mark the examination answer scripts of the student.



APPEAL FOR RE-CHECKING OF EXAMINATION RESULT

Instructions:

1. Please fill out this form to appeal after meeting/discussion with the lecturer. This form can be obtained from the Centre for Degree Programme's counter and its Students Portal website.
2. Submit completed form to the office or via email to foundation@utm.my. Application received after the deadline and incomplete will not be considered.
3. Payment must be made, which is **RM50.00 for each examination paper reviewed** at Finance Division UTMSPACE, Level 5, Block T05, UTM Johor Bahru or through online banking. A copy of payment receipt and result slip must be enclosed together with this application form.

Section A: To be completed by Student

1. Student's Particular

Name : _____

IC/Passport No. : _____ Matric No. : _____

Programme : _____ Semester/Session : _____

Email : _____

Contact No. (HP) : _____

2. Grade Appeal Information

Course Code : _____ Course Name : _____

Lecturer's Name : _____ Section : _____

Grade Obtained : _____ Grade Sought by Student : _____

Reason for appeal (please state): _____

3. Communication with Lecturer (check one of the following)

- My lecturer and I had met or made contact, but we are unable to resolve the grade dispute.
- My lecturer never responded to my attempts or requests to meet him or her.
- Other (please explain): _____
- _____

Supplemental Materials

On a separate sheet of paper, please provide the following information:

- i. A summary of the communication you have had with your lecturer on this grade appeal. Include supportive documentation (i.e. emails, WhatsApp)
- ii. A statement of reasons justifying the claim that your grade was improperly assigned. Be specific and provide supportive evidence such as course syllabus, class note, or any other materials that support your argument.
- iii. Any relevant information and/or documentation that supports your appeal.

4. Student's Declaration

I declare that the information on this form and all supporting documentation is correct and complete. Hereby, I attach the slip of payment for the re-checking appeal. Total: RM _____ (RM50/paper).

Student's Signature : _____ Date : _____



GRADE APPEAL COMMENTS AND RESULTS

Section B: To be completed by Second Examiner

Current Grade Retained New Grade : _____

Comment from Examiner : _____

Examiner's Signature & Stamp : _____ Date : _____

Section C: To be completed by Head of Department / Coordinator

Approved Disapproved

Comment from Head of Department / Coordinator : _____

Head of Department / Coordinator's
Signature & Stamp : _____ Date : _____

Section D: To be completed by Chair

Approved Disapproved

Comment from Chair : _____

Chair's Signature & Stamp : _____ Date : _____

Section E: To be completed by PPI

Student's Name : _____

IC/Passport No : _____ Matric No : _____

The reviewed result is as follows :

Course Code	Original Grade	New Grade
_____	_____	_____
_____	_____	_____