 <b>UTM</b> <small>UNIVERSITI TEKNOLOGI MALAYSIA</small> <small>School of Professional and Continuing Education (SPACE)</small>	<b>CENTRE OF DEGREE AND FOUNDATION STUDIES</b> <i>Tel : 07-531 8061/7061 (JB) 03-2728 6586 (KL)</i> <i>Email: foundation@utm.my</i>	Form No. : Edition : 2 Effective Date : <b>1/4/2026</b> Page (s) : 2
	<b>APPLICATION FOR RE-CHECKING OF EXAMINATION RESULT</b>	


### GUIDELINES FOR COURSE GRADE APPEAL

- 1.0 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.
- 2.0 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 discussing the matter with the respective lecturer.
- 3.0 The course grade appeal must be submitted within the stipulated time given by the faculty.
- 4.0 Students may download and submit the Course Grade Appeal Form via the Student Portal at <https://studentppi.utmspace.edu.my/?p=5143>. The completed form, together with the payment receipt, must be submitted to the faculty. Payment can be made according to the following procedure:
  - 4.1 RM50.00 will be charged for each course,
  - 4.2 Payment can be via online banking only, and
  - 4.3 All payments must be made by the students themselves at the UTMSPACE Financial Division. Payments via postage will not be accepted.

Payment can be made to:

**Account Name** : UTMSPACE  
**Bank Name** : CIMB Bank Berhad  
**Account Number** : 8601518228  
**SWIFT Code** : CIBBMYKL

*Note: At the recipient's reference, please write 'COURSE GRADE APPEAL' and at the payment details, please write your 'NAME & MATRIC. NO'.*
- 5.0 From the review and/or remarking, the mark taken into consideration is the mark obtained after the review/remarking is conducted. If the mark after review is lower than the original mark, the original mark shall be retained.
- 6.0 The decision of the review/remarking is final.

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**SECTION I (To be completed by Student)**

**Student's Particular**

Full Name: :

IC No./Passport :  Matric No. :

Programme :  Current Semester/Session :

Email :

Telephone No. :

**Grade Appeal Information**

Course Code and Name :

Lecturer's Name :

Grade Obtained :  Grade Sought by Student :

Reason for appeal (please state) :

Section :

**Communication with Lecturer (Tick 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.

Others (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.

**Student's Declaration**

I hereby declare that the information provided on this form and all supporting documentation is correct and complete. Attached herewith is the payment slip for the re-checking appeal. Total: RM \_\_\_\_\_ (RM50/course).

Student's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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**SECTION II (For Faculty Office Use)**

To be completed by Second Examiner			
Course Code and Name	:	_____	
Course Work Marks	:	_____	Final Examination Marks : _____
Total Marks	:	_____	Grade : _____
<b>Results</b>	:	<input type="checkbox"/> <b>Current Grade Retained</b>	<input type="checkbox"/> <b>New Grade</b> : _____
Comments :	_____		
_____			
Signature and Official Stamp :	_____	Date :	_____

Verification by Head of Department	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Comments from Head of Department:	_____
_____	
Signature and Official Stamp :	_____
Date :	_____

Student's Status Update		
The reviewed results are as follows :		
<b>Course Code</b>	<b>Original Grade</b>	<b>New Grade</b>
_____	_____	_____
_____	_____	_____
Student's record updated by:	_____	
Signature and Official Stamp :	_____	Date : _____