



## REVIEW OF FINAL EXAMINATION GRADE

### STUDENT INSTRUCTION:

1. A student is allowed to apply for review of final examination grades within five (5) working days after the official release of the final examination results.
2. All applications will be charged a minimum fee of RM 50.00 for each course and a maximum of RM 200.00 for all which is payable at the Bursary Department.
3. Please attach the following documents together with this application:
  - **Original copy of payment receipt**
  - **A copy of the examination results**
4. The completed form is to be submitted to the Academic Office.

### TO BE FILLED IN BY STUDENT

Name :

New ID No. :

Old ID No. :  Programme :

Contact No. :  Email Address :

### COURSE REQUESTED TO REVIEW:

NO	COURSE CODE	COURSE NAME	GRADE	NAME OF LECTURER
1				
2				
3				
4				

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

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

\_\_\_\_\_  
Examination Unit

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

**SECOND EXAMINER USE**Course Code : 

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New ID No. : 

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If there is an increase in total marks, please write your comments to support the change in marks.

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

\_\_\_\_\_  
Signature of Second Examiner  
Name:**EXAMINATION UNIT USE****The re-marked script has been examined**

REMARKS	CARRY MARKS	FINAL MARKS	TOTAL MARKS	GRADE
Total marks by First Examiner				
Total marks by Second Examiner				

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

Signature and stamp : \_\_\_\_\_

**VICE PRESIDENT ACADEMIC USE**Application is **Approved / Not Approved** from Grade \_\_\_\_\_ to \_\_\_\_\_

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

Signature and stamp : \_\_\_\_\_

**OFFICE USE (EXAMINATION UNIT)**

Grade updated by : \_\_\_\_\_

Checked by : \_\_\_\_\_

\_\_\_\_\_  
Signature and Stamp