

## **APPEAL POLICY AND PROCEDURES**

Students who have not passed their modules may submit an appeal for review of results using Examination Appeal Form stating their reasons. This appeal must be submitted within seven (7) working days of the release of exam results.

- Upon release of results, students who are dissatisfied with the outcome may submit an Examination Appeal Form to the Academic Board. This is to be done within seven (7) working days of the release of examination results.
- The Academic Board is to acknowledge the receipt of the Examination Appeal Form within 3 working days and proceed to submit the appeal to the Academic Board.
- The Academic Board is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will be designated to re-mark the paper. Comments in relation to the re-mark must be stated in the Examination Appeal Form, which would be circulated to the Examination Board Chairman for his/her review and approval.
- All decisions made by the Examination Board are final.
- The Admin Manager will inform the student of the final decision within fourteen (14) working days from the date of the appeal.