

Please read the following carefully before submitting this form

1. Discuss your concern with the faculty member of record and try to work out the problem. If no resolution can be reached, go to #2
2. Student seeking exception with respect to an academic regulation must complete and submit this request within 5 working days of the publication of the examination results. (fee applies)
3. Complete the following form and obtain the required signatures & meet with the Academic Director.
4. The review process will take approximately 1 month.
5. Grades may be revised upward; downwards or stay after the review. The decision of the appeal is final.

SECTION A (FOR STUDENT)

Name of Student	NRIC/FIN/Passport No.
Email	Mobile Phone

Course Title

Module Code/Name	Faculty Name
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Reason(s) for Appeal

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Attachment (if any):

Student's Signature: _____ Date: _____

SECTION B: REVIEW BY ACADEMIC DIRECTOR (OFFICIAL USE ONLY)

Grounds for Appeal

Student's performance in the assessment was adversely affected by illness or other factors which he/she was unable, or for valid reasons unwilling to divulge before the

Aventis Examination Board reached its decision. The student's request must be supported by medical certificates or other documentary evidence acceptable to the appeal Panel indicating clearly why such evidence was not previously presented to the Aventis Examination Board

There has been a material administrative error or that the assessment was not conducted in accordance with the Academic Regulations governing the programme, or that some materials irregularity has occurred

No valid ground

Academic Director Comment

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Recommendation Appeal Dismissed Request Formal Hearing of Examination Board

Academic Director's Signature _____ Date _____

SECTION C: REVIEW BY EXAMINATION BOARD (OFFICIAL USE ONLY)

Examination Board Comment

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Appeal Outcome Appeal Dismissed Appeal Upheld. Revised grade/mark awarded _____

Checklist

Update student academic record (if any)

Inform student via email on the outcome of the appeal. Date sent _____

_____ _____
Chair of Examination Board's Signature Date