



**EXAMINATION CIRCULAR 10/212**

**APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**  
**SECOND SEMESTER/FINAL EXAMINATION,**  
**ACADEMIC SESSION 2021/2022**

- **Postgraduate Programmes**
- **Undergraduate Programmes (Full Time, Distance Education, Offshore & Academic Collaboration Programmes)**
- **Diploma Programmes**

The regulations for examination results re-checking appeals processes are as follows:-

1. Appeals for the re-checking of examination results for the Second Semester/Final Examination, Academic Session 2021/2022 can be submitted within the following period :-

**8 SEPTEMBER 2022 to 10 OCTOBER 2022**

**APPEALS FOR THE RE-CHECKING OF EXAMINATION RESULTS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED BY THE UNIVERSITY.**

2. Regulation of rechecking examination result is not equivalent to the reassessment of examination answer scripts. **Rechecking is only to ensure that all answers in the scripts have been graded and the calculation of marks awarded are correct.**

EXAMINATION CIRCULAR 10/212 (5 SEPTEMBER 2022)  
**APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**  
SECOND SEMESTER/FINAL EXAMINATION,  
ACADEMIC SESSION 2021/2022

3. The process for the appeals of re-checking examination results can be initiated by filling in the “**APPLICATION FORM FOR APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**” (English language version) which can be downloaded/obtained from the website at [bpa.usm.my](http://bpa.usm.my) OR at the service counter of the **Academic Management Division, Registry, Level 5, Chancellory, USM, Penang (Main Campus)**.
4. The following document must be attached with the completed application form :-
- (a) **A copy of ePayment slip**  
A payment of RM25.00 (Twenty Five Malaysian Ringgit Only) for the re-checking of each examination paper is payable at <https://epayment.usm.my>.
- OR**
- (b) **A copy of the official receipt issued by the USM’s Bursary**

The application form and receipt must be sent to:

- (a) **FOR STUDENTS OF MAIN CAMPUS, OFFSHORE PROGRAMMES, ACADEMIC COLLABORATION PROGRAMMES AND POSTGRADUATE PROGRAMMES**
- Principal Assistant Registrar, Examination and Graduation Unit, Academic Management Division, Registry, Level 5, Chancellory Building, 11800 USM, Penang.  
(E-mail: [exam@usm.my](mailto:exam@usm.my))
- (b) **FOR STUDENTS OF ENGINEERING CAMPUS**
- Senior Assistant Registrar, Academic Management Division, Registry, Engineering Campus, Universiti Sains Malaysia, 14300 Nibong Tebal, Penang.  
(E-mail: [srnorasmah@usm.my](mailto:srnorasmah@usm.my))
- (c) **FOR STUDENTS OF HEALTH CAMPUS**
- Senior Assistant Registrar, Academic Management Unit, Registry, Health Campus, Universiti Sains Malaysia, 16150 Kubang Kerian, Kelantan  
(E-mail: [srimas@usm.my](mailto:srimas@usm.my))

**PAYMENT VIA CHEQUES WILL NOT BE ACCEPTED**

EXAMINATION CIRCULAR 10/212 (5 SEPTEMBER 2022)  
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5. The Examination and Graduation Unit will announce the outcome of the application as soon as confirmation for the re-checking of examination result is received from the respective school.

Thank you.

**(Amra Othman)**

Principal Assistant Registrar  
Examination and Graduation Unit  
Academic Management Division

Reference No. : USM.(O) 25/1/xiii/c Jld.34

Date of Issue : 5 September 2022

Date of Expiry : 10 October 2022

Examination and Graduation Unit, Academic Management Division, Registry,  
Universiti Sains Malaysia, Level 5, Chancellory Building, 11800 USM, PENANG.

Tel. No. : 04 653 3479 | Fax No. : 04 657 3409 | E-Mail : amra@usm.my

Web : bpa.usm.my & pendaftar.usm.my

**APPLICATION FORM FOR APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**

**1. INSTRUCTION TO CANDIDATE**

- 1.1 **Articles 2 to 4 in this form must be properly and completely filled in.**
- 1.2 Payment must be made, which is **RM25.00 for each examination paper reviewed** at Bursary, USM.
- **Main Campus** : Student Accounts & Revenue Management Section, Bursary, D12 Building, Bursary@USM
  - **Engineering Campus** : Student Finance Section, Bursary
  - **Health Campus** : Student Finance Section, Bursary

**OR**

1.2.1 Via ePayment (Website: <https://epayment.usm.my>)

**\* Payment via cheques WILL BE NOT ACCEPTED.**

1.3 The application form with **A COPY OF PAYMENT RECEIPT/ePAYMENT SLIP** must be sent to:

(a) **FOR STUDENTS OF MAIN CAMPUS, OFF-SHORE PROGRAMMES, ACADEMIC COLLABORATION PROGRAMMES AND POSTGRADUATE PROGRAMMES**

Principal Assistant Registrar, Examination and Graduation Unit, Academic Management Division, Registry, Level 5, Chancellory Building, 11800 USM, PENANG  
(E-mail: [exam@usm.my](mailto:exam@usm.my))

(b) **FOR STUDENTS OF ENGINEERING CAMPUS**

Assistant Registrar, Academic Management Division, Registry, Engineering Campus, Universiti Sains Malaysia, Seri Ampangan, 14300 Nibong Tebal, PENANG  
(E-mail: [srnormasmah@usm.my](mailto:srnormasmah@usm.my))

(c) **FOR STUDENTS OF HEALTH CAMPUS**

Assistant Registrar, Academic Management Unit, Registry, Health Campus, Universiti Sains Malaysia, 16150 Kubang Kerian, KELANTAN  
(E-mail: [srimas@usm.my](mailto:srimas@usm.my))

**2. DETAILS OF CANDIDATE**

2.1	Full Name	:	
2.2	<b>NRIC/PASSPORT NUMBER</b>	:	
2.3	<b>INDEX NUMBER</b>	:	
2.4	Address	:	
2.5	Programme & Year of Study	:	
2.6	Mobile Phone Number	:	

2.7 Course(s) to be re-checked:-

NO.	COURSE CODE & TITLE	GRADE	SEMESTER

**3. PAYMENT**

3.1 Amount of Payment = RM \_\_\_\_\_

*(PLEASE ENCLOSE A COPY OF PAYMENT RECEIPT TOGETHER WITH THIS FORM)*

**4. CANDIDATE'S SIGNATURE :** \_\_\_\_\_ **DATE:** \_\_\_\_\_