EXAMINATION CIRCULAR 5/223

APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS

KSCP EXAMINATION, ACADEMIC SESSION 2022/2023

- **Postgraduate Programmes**

- **Undergraduate Programmes (Full Time & Distance Education)**

- **Diploma Programme**

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

1. Appeals for the re-checking of examination results for the KSCP Examination, Academic Session 2022/2023 can be submitted within the following period :-

6 OCTOBER 2023 to 23 OCTOBER 2023

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**.

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 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)

(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)

(c) **FOR STUDENTS OF HEALTH CAMPUS**
- Principal Assistant Registrar, Academic Management Unit, Registry, Health Campus, Universiti Sains Malaysia, 16150 Kubang Kerian, Kelantan
(E-mail: noordini@usm.my)

PAYMENT VIA CHEQUES WILL NOT BE ACCEPTED

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   : 4 October 2023

Date of Expiry :   23 October 2023

Examination and Graduation Unit, Academic Management Division, Registry

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APPLICATION FORM FOR APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS

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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 c**heques 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, DISTANCE EDUCATION PROGRAMMES, OFF-SHORE 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)

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

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

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

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

2. **DETAILS OF CANDIDATE**

   2.1 Full Name : _____

   2.2 **NRIC/PASSPORT NUMBER** : _____

   2.3 **INDEX NUMBER** : _____

   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:** _____