## EXAMINATION CIRCULAR 10/221

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

**FIRST SEMESTER EXAMINATION,
ACADEMIC SESSION 2022/2023**

- **Postgraduate Programmes**

- **Undergraduate Programmes** *(Full Time & Offshore 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 First Semester Examination, Academic Session 2022/2023 can be submitted within the following period :-

   **23 MARCH 2023 to 21 APRIL 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 the ePayment slip**

   A payment of RM25.00 (Twenty Five Malaysian Ringgit Only) for re-checking 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 BINTI OTHMAN)**
Principal Assistant Registrar
Examination and Graduation Unit
Academic Management Division


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

Date of Issue   :  20 March 2023

Date of Expiry :  21 April 2023

## 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 |

   <div align="center">OR</div>

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

   \* Payment via cheque **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)

   (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: 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 THE 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 THE PAYMENT RECEIPT TOGETHER WITH THIS FORM)*

## 4. CANDIDATE'S SIGNATURE : _____    DATE: _____