

**REVIEW OF GRADE**

SEMESTER :  MARCH  JUNE  SEPTEMBER / OCTOBER

YEAR :

**NOTE :**

1. A student is allowed to apply for a review of grades within first two weeks of the new academic semester or within two weeks after the course grade are release. Any appeal received after this period shall not be entertained
2. A student can make an appeal to the Register's office for a review of course grade under the following conditions:-
  - i. Course with final examination*  
- RM100 per course is payable at the time of application
  - ii. Course with 100% coursework (project, lab work and studio work)*  
- RM250 per course is payable at application  
- All materials relevant to the appeal of the course work and must be submitted together with the appeal form.
 which is payable at the Bursary Department.
3. Please attach the following documents together with this application :
  - i. Original copy of payment receipt*
  - ii. A copy of the examination results*
4. The completed form is to be submitted to the Registrar's Office (Enrolment, Records & Admin Unit) 1st Floor, Corporate Block.

**TO BE FILLED IN BY STUDENT**

Name :

New ID No. :  Programme :

Contact No. :  Email Address : \_\_\_\_\_

**COURSE REQUESTED TO REVIEW:**

NOS	COURSE CODE	COURSE NAME	GRADE	NAME OF LECTURER
1				
2				
3				

\_\_\_\_\_  
Student's Signature

Date : \_\_\_\_\_

**OFFICE USE ONLY**

Registrar's Office ( Examination and Scheduling Unit )

Approved

Not Approved

Remark : \_\_\_\_\_  
\_\_\_\_\_

Signature and stamp : \_\_\_\_\_

Date received : \_\_\_\_\_

**Distributed to Deans**

Date : \_\_\_\_\_

1. Dean of : \_\_\_\_\_

2. Dean of : \_\_\_\_\_

3. Dean of : \_\_\_\_\_

\_\_\_\_\_  
Examination Unit

**REVIEW SHEET 1 : SCHOOL \_\_\_\_\_**

Student I.D :

Course Code :

Course Work Marks	Final Exam Marks	Total	Grade

**TO BE FILLED IN BY SECOND EXAMINER**

COURSE WORK MARKS	NEW FINAL EXAM MARKS	TOTAL MARKS	NEW GRADE (Please refer to Grading Scheme)

For any changes in marks, please comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Second Examiner*  
 Name :

Date : \_\_\_\_\_

**TO BE FILLED IN BY DEAN OF SCHOOL**

The review of Grade is **\*Approved / Not Approved\*** as follows :

Original Grade       New Final Exam Marks       New Grade

Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

**FOR OFFICE USE (EXAMINATION UNIT)**

Grade updated by : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

**REVIEW SHEET 2 : SCHOOL \_\_\_\_\_**

Student I.D :

Course Code :

Course Work Marks	Final Exam Marks	Total	Grade

**TO BE FILLED IN BY SECOND EXAMINER**

COURSE WORK MARKS	NEW FINAL EXAM MARKS	TOTAL MARKS	NEW GRADE (Please refer to Grading Scheme)

For any changes in marks, please comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Second Examiner*  
 Name :

Date : \_\_\_\_\_

**TO BE FILLED IN BY DEAN OF SCHOOL**

The review of Grade is **\*Approved / Not Approved\*** as follows :

Original Grade       New Final Exam Marks       New Grade

Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

**FOR OFFICE USE (EXAMINATION UNIT)**

Grade updated by : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_

**REVIEW SHEET 3 : SCHOOL \_\_\_\_\_**

Student I.D :

Course Code :

Course Work Marks	Final Exam Marks	Total	Grade

**TO BE FILLED IN BY SECOND EXAMINER**

COURSE WORK MARKS	NEW FINAL EXAM MARKS	TOTAL MARKS	NEW GRADE (Please refer to Grading Scheme)

For any changes in marks, please comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Second Examiner*  
 Name :

Date : \_\_\_\_\_

**TO BE FILLED IN BY DEAN OF SCHOOL**

The review of Grade is **\*Approved / Not Approved\*** as follows :

Original Grade       New Final Exam Marks       New Grade

Signature and stamp : \_\_\_\_\_

Date : \_\_\_\_\_

**FOR OFFICE USE (EXAMINATION UNIT)**

Grade updated by : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_