



APPEAL AGAINST A FAILED MODULE IN THE SEMESTER EXAMINATION

APPEAL FEE : \$26.75 (inclusive of 7% GST)

(Please read the notes overleaf carefully before completing the form)

This form may take you 5 minutes to complete. The data provided to Singapore Polytechnic will be kept strictly confidential and used for the purpose of appeal against a failed module only. Thank you.

PART I - TO BE COMPLETED BY STUDENT WHO APPEALS

Name : _____ Admission No. : _____

Address : _____

Contact Tel : _____ Course / Type (FT/EO*) : _____ (eg DEE/FT) Class : _____ (eg 2A09)

Semester Exam Result : (pls. put a tick in the appropriate box below)

removed from course to take failed module to repeat the stage

Appeal : For the re-marking of failed exam paper :

Module Code: _____ Module Name : _____

Reasons for Appeal : _____

I hereby declare that I shall NOT assume that my appeal is successful until after being informed by the Examinations Office.

Signature & Date

* Delete where NOT applicable

FOR OFFICIAL USE ONLY

PART II – MODE OF PAYMENT (Finance Dept to stamp “ FEE PAID ” and make copy for filing)

NETS/Cashcard/Cheque NETS/Cashcard Receipt/Cheque No.: _____

CASH at Finance Dept Receipt No. : _____

Signature & Date

PART III - RECOMMENDATION OF DIRECTOR OF SCHOOL/DEPT (To be completed by School/ Dept)

Detailed examination results. Please attach student’s exam script.

Module Code	Attendance	Assessment Components and their Weightage					Marks Before Re-Marking		Marks After Re-Marking	
		1st	2nd	3rd	4th	5th	S1 / S2*	Final	S1 / S2*	Final

* Delete where NOT applicable

Appeal : Recommended NOT Recommended (pls tick the appropriate box)

Date

Director of School/Department

Please scan and email the completed form to Exams Office.

PART IV - DECISION OF EXAMINATIONS BOARD

Vetted by Exams Manager:

Remarks:

Appeal : Successful Unsuccessful (pls tick the appropriate box)

Date

SD SAAC

NOTES TO STUDENT

1. All appeals must be supported by documentary evidence where applicable.
2. An appeal against a failed module will be considered only upon receipt of payment.
3. Payment can be made by NETS, Cashcard or cheque at the One Stop Centre at T16 Level 1. All cheques should be made payable to "*Singapore Polytechnic*". Cash and other forms of payment can be made at the Finance Counter, 2nd Storey, Administration Block.
4. After payment, remember to submit this form to the One Stop Centre for processing.
5. No appeal will be accepted for the re-grading of a module in which a student has passed.
6. All appeals should be lodged within 4 working days after the release of the Examinations Results.
7. Only ONE APPEAL can be lodged with the Examinations Board. No re-appeals are permitted.
8. No appeal will be entertained from any student who attributes his/ her failure in the examination to the use of a faulty calculator.