



EXAMINATION CIRCULAR 16/2018

APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS

**KSCP EXAMINATION,
ACADEMIC SESSION 2017/2018**

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

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

1. Appeals for the re-checking of examination results for the KSCP Examination, Academic Session 2017/2018 can be submitted within the following period :-

21 AUGUST 2018 to 14 SEPTEMBER 2018

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.**

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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) **available online at pendaftar.usm.my OR bpa.usm.my OR** the printed forms are available from the service counter at 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 submitted to the respective departments :-

- (a). **FOR STUDENTS OF MAIN CAMPUS, HEALTH CAMPUS, OFFSHORE PROGRAMMES, DISTANCE EDUCATION PROGRAMMES, ACADEMIC COLLABORATION PROGRAMMES AND POSTGRADUATE PROGRAMMES**
 - Deputy Registrar, Examinations and Graduation Unit, Academic Management Division, Registry, Level 5, Chancellory Building, 11800 USM, Penang.
- (b). **FOR STUDENTS OF ENGINEERING CAMPUS**
 - Senior Deputy Registrar, Registry, Engineering Campus, Universiti Sains Malaysia, 14300 Nibong Tebal, Penang.

PAYMENT VIA CHEQUES WILL NOT BE ACCEPTED

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5. The Examinations and Graduation Unit will announce the outcome of the application as soon as confirmation for the re-checking of examination results is received from the respective school.

Thank you.

' BERKHIDMAT UNTUK NEGARA '

" Transforming Higher Education for a Sustainable Tomorrow "



(MOHD AZIZUDIN BIN MOHD SHARIFF)

Deputy Registrar
Examinations and Graduation Unit
Academic Management Division

Reference No. : USM.(O) 25/1/xiii/c Jld.33

Date of Issue : 21 August 2018

Date of Expiry : 15 September 2018

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

Tel. No. : 04 653 3479

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E-Mail : azizudin@usm.my

Web : pendaftar/usm.my & bpa.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, Ground Level, H23 Building, Cahaya Siswa Complex.
- **Engineering Campus** : Student Finance Section, Bursary
- **Health Campus** : 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 ALL STUDENTS OF MAIN CAMPUS, HEALTH CAMPUSE, OFF-SHORE PROGRAMMES, DISTANCE LEARNING PROGRAMMES, ACADEMIC COLLABORATION PROGRAMME AND POSTGRADUATE PROGRAMMES**

Deputy Registrar, Examinations and Graduation Unit, Academic Management Division, Registry, Level 5, Chancellory Building, 11800 USM, PENANG.

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

Senior Deputy Registrar, Registry, Engineering Campus, Universiti Sains Malaysia, Seri Empangan, 14300 Nibong Tebal, PENANG.

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** : _____