

EXAMINATION CIRCULAR 6/203 (6 OCTOBER 2021)  
APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS  
KURSUS SEMASA CUTI PANJANG (KSCP) EXAMINATION,  
ACADEMIC SESSION 2020/2021



**EXAMINATION CIRCULAR 6/203**

**APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**  
**KURSUS SEMASA CUTI PANJANG (KSCP) EXAMINATION,**  
**ACADEMIC SESSION 2020/2021**

- **Postgraduate Programmes**
- **Undergraduate Programmes (*Full Time, Distance Education, 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 Kursus Semasa Cuti Panjang (KSCP) Examination, Academic Session 2020/2021 can be submitted within the following period :-

**7 OCTOBER 2021 to 21 OCTOBER 2021**

**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) which can be downloaded/obtained from the website at [bpa.usm.my](http://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 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](mailto: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](mailto:srnorasmah@usm.my))
- (c) **FOR STUDENTS OF HEALTH CAMPUS**
  - Senior Assistant Registrar, Academic Management Unit, Registry, Health Campus, Universiti Sains Malaysia, 16150 Kubang Kerian, Kelantan  
(E-mail: [srimas@usm.my](mailto:srimas@usm.my))

**PAYMENT VIA CHEQUES WILL NOT BE ACCEPTED**

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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.



**(NOROSLINDA BINTI HUSSAIN)**  
Principal Assistant Registrar  
Examination and Graduation Unit  
Academic Management Division

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

Date of Issue : 6 October 2021

Date of Expiry : 21 October 2021

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

Tel. No. : 04 653 3479 | Fax No. : 04 657 3409 | E-Mail : [nrlinda@usm.my](mailto:nrlinda@usm.my)

Web : [bpa.usm.my](http://bpa.usm.my) & [pendaftar.usm.my](http://pendaftar.usm.my)



Examination and Graduation Unit, Academic Management Division, Registry

**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

**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 STUDENTS OF MAIN CAMPUS, OFF-SHORE PROGRAMMES, DISTANCE EDUCATION 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](mailto:exam@usm.my))

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

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

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

Senior Assistant Registrar, Academic Management Unit, Registry, Health Campus, Universiti Sains Malaysia, 16150 Kubang Kerian, KELANTAN  
(E-mail: [srimas@usm.my](mailto:srimas@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:** \_\_\_\_\_