

ASSESSMENT / EXAMINATION APPEAL FORM

DETAILS OF APPEAL

- Student may appeal to review the assessment result if they believe that the grade awarded should have been better.
- All appeals against the assessment / examination results shall be made in writing to Acetek College within fourteen (14) days after the result is officially released to Students.
- A copy of the results slip, transcript or certificate must be attached as supporting document.
- An appeal fee of S\$109.00 is payable to Acetek College upon submission of the Assessment / examination appeal form. Upon payment, the appeal will be escalated to the Examination Board.
- Students will be informed in writing of the decision of Examination Board on the appeal. The decision of the Examination Board is final.
- Student will be informed in writing of the decision on the appeal within 4 weeks after receiving the written appeal for result from.
- Acetek College reserves the right to reject applications which are incomplete or late; and the registration fees collected at the point of registration will be refunded to students whose applications are rejected.
- **Only one appeal per Assessment / Examination is allowed. No re-appeals are permitted.**

APPLICANT DETAILS

Name: Mr/Mrs/Mdm/Ms*	NRIC/FIN:
Email:	Contact No:
Mailing Address:	

COURSE DETAILS

Course Title: _____	
Module Title: _____	
Class Code: _____	Exam Date: _____

DECLARATION BY STUDENT

I understand and accept that there will be no re-grading of a paper in which I have passed.

Signature of Applicant

Date

For Office Use Only		
Payment Received	Payment Refund	Refund Acknowledgement

Review to be done by an independent marker	
Comments / Remarks	
Reviewed by:	Reviewed Date:
Conclusions	
Reviewed by:	Reviewed Date:

Approval by Examination Board	
Comments / Remarks	
Approved by:	Signature/ Date
Acknowledgement by Applicant:	
Signature of Applicant	Date