



HANDLING OF APPEAL FOR RECHECKING OF ANSWER SCRIPTS

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1.0 OBJECTIVE

This procedure aims to ensure that the handling of appeal for rechecking of answer scripts is systematically conducted.

2.0 SCOPE

This procedure applies to all Kulliyahs, Centres and Institutes in handling the appeal for rechecking of answer scripts for undergraduate students.

3.0 ACCOUNTABILITY

Lecturers /Examiners
 Academic Office, COS

4.0 ABBREVIATION

HOD Head of Department
 PA Personal Assistant
 COE Centre of Studies Committee of Examiners
 COS Centre of Studies

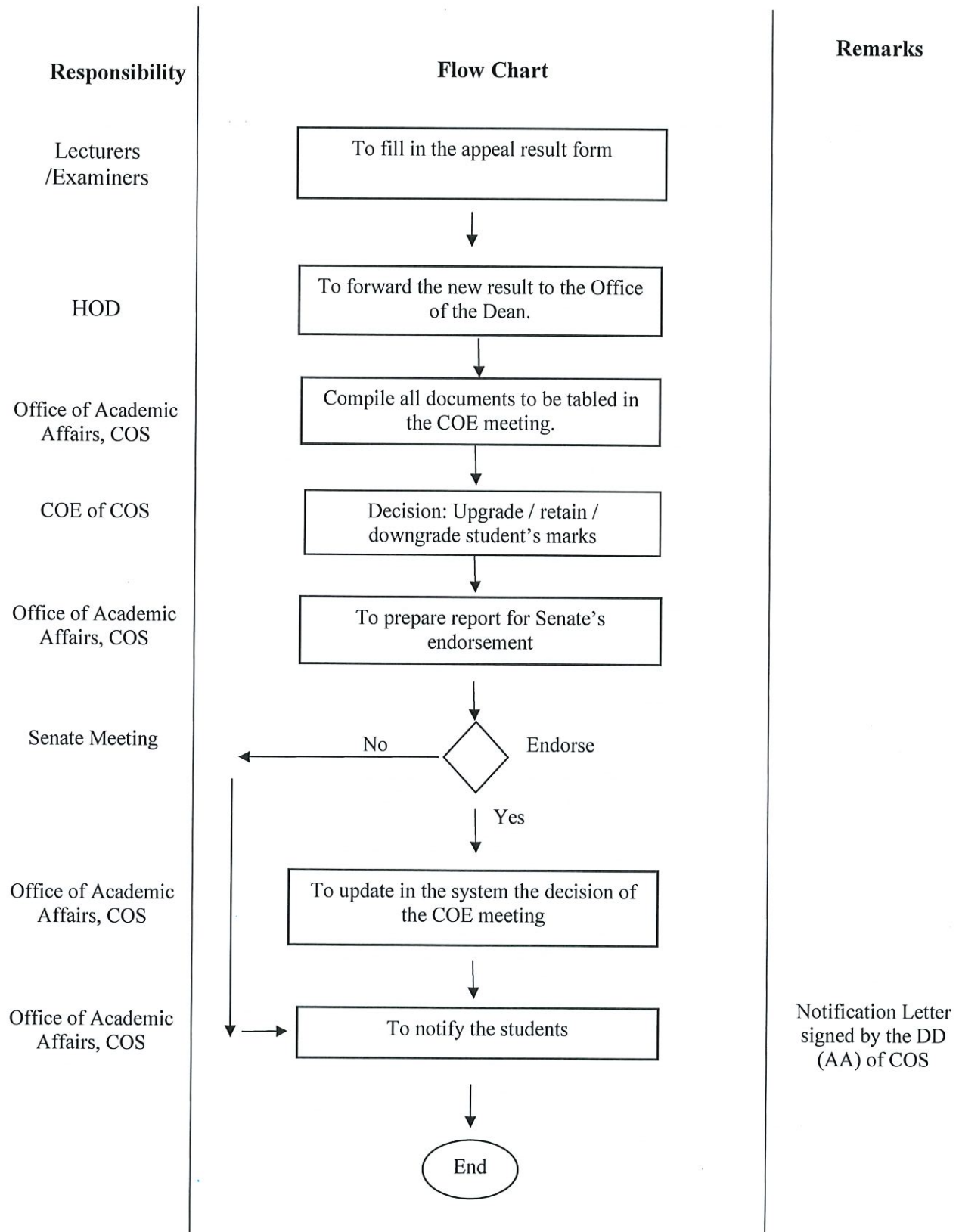
5.0 REFERENCE

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Answer scripts	1 year	COS	Academic Office, COS
2.	Validation sheets	1 year	COS	Academic Office, COS
3.	Appeal for rechecking Results	1 year	COS	Academic Office, COS

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
Office of Academic Affairs, COS	<p>Start</p> <p>A processing fee of RM50.00 will be charged to student who submit an application for the Appeal to Review Answer Scripts.</p>	Refer to Important Dates
Office of Academic Affairs, COS	<p>To forward cover letter, Appeal to Review Answer Scripts forms and documents to relevant HOD.</p>	
HOD	<p>Identify the lecturers in the same field or area of specialisation to recheck the answer scripts.</p>	
PA of relevant HOD	<p>To hand over documents to the lecturer/ examiner for rechecking</p>	List Document: Refer Annexure
Lecturers /Examiners	<p>To review the answer scripts based on Interim Guideline on Appeal for Rechecking of Answer Script</p> <p>Cont.</p>	



8.0 ANNEXURE

8.1 Documents to be submitted to Lectures/ Examiners:

- a. Guidelines on Appeal for Rechecking
- b. Question Paper Appeal Result Form (Appeal for rechecking of answer scripts)
- c. Copy of Appeal to Review Answer Scripts forms
- d. List of students(s) appealing for rechecking
- e. Relevant Answer Script and Answer Scheme

8.2 Principles used in deciding whether to upgrade, retain or downgrade students' marks are as follows:

- a. If the marks given by the first, second and original examiners are the same, then the marks will be retained.
- b. If the marks given by the first and second examiners are higher or lower than the original examiner, then the marks will be re-computed based on the average of the first and second examiner marks.
- c. If the marks given by the first examiner are higher than the second and original examiners, whilst the second examiner marks are lower than the original examiner marks, then the marks will be retained.
- d. If the difference of the marks between the first and second examiners is more than 10, a third examiner will be appointed. If the mark given by the third examiner is similar to the first examiner, the average of first and third examiners will be taken as the final result and vice versa.
- e. If there is a discrepancy between the marks of the three examiners, the average of the three marks will be taken as the final result.

8.3 For students who failed in courses with final year project with no final examination, the students are required to repeat the course.

8.4 Courses with no final exam cannot apply for rechecking.

8.5 Rechecking only applicable for 1 (one) previous semester only.

