

EXAMINATION APPEAL FORM

Instructions:

1. All appeals against the examination results shall be made in writing to the Examination Centre within 7 working days from the release of results.
2. Such appeal should be accompanied by an administrative fee of S\$140 (inclusive of GST) per paper, made payable to "PSB Academy Pte Ltd".
3. **You are required to produce a copy of your On-line Result Notification when making payment at the cashier's counter. The Academy 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.**
4. No appeal will be accepted for the re-grading of a paper in which the candidate has passed.
5. Candidates will have no access to their answer scripts.
6. Only one appeal per examination is allowed. No re-appeals are permitted.

SECTION A: CANDIDATE'S DETAILS		
Name of Candidate (as in NRIC / Passport)		NRIC / FIN / Passport No. (Include prefix)
Mailing Address		Postal Code
Handphone No.	Office Tel No.	Home Tel No.
Programme Code & Title		Module Title
Exam Date		Re-Exam Date
I understand and accept that there will be no re-grading of a paper in which I have passed.		
_____ Signature of Candidate		_____ Date

SECTION B: ACKNOWLEDGEMENT BY EXAMINATION CENTRE		
The outcome of your appeal will be released by		via postal mail.
_____ Staff's ID & Signature		_____ Date

SECTION C: TO BE COMPLETED BY EXAMINATION CENTRE		
Documents checked and found to be correct. The appeal is in line with examination regulations.		
Other remarks		
_____ Manager's ID & Signature		_____ Date

NB: All information provided are treated with strictest confidentiality and are meant for internal use only