

EXAMINATION APPEAL AND REVIEW FORM

Instructions:

1. All appeals against the examination results shall be made in writing to the Exam Centre within 8 working days from the release of results.
2. Such appeal should be accompanied by an administrative fee (inclusive of GST) per paper, made payable to "PSB Academy Pte Ltd".
3. **You are required to produce a copy of your Online Result Notification when making payment at the cashier's counter. PSB 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. A copy of the Online Result Notification is required to be presented at the cashier's counter. Only one appeal per examination is allowed. The decision of PSB Academy's Management on all matters relating to the examination appeal is final. No re-appeals are permitted

SECTION A: CANDIDATE'S DETAILS

Name of Candidate (as in NRIC / Passport)	NRIC / FIN / Passport No. (Include prefix)
Email Address (<i>Mandatory for E-notification on Appeal outcome</i>)	Contact No.
Programme Code & Title	Module Title
Date of Examination / Re-Examination* (*Please delete accordingly)	
<input type="checkbox"/> By proceeding with the Examination Appeal Application, I hereby declare that I have read and understood all the above-stated instructions.	
<hr style="width: 80%; margin: 0 auto;"/> Signature of Candidate	<hr style="width: 80%; margin: 0 auto;"/> Date

SECTION B: ACKNOWLEDGEMENT BY EXAMINATION CENTRE

The outcome of your appeal will be released by _____ (Date) via electronic mail.	
<hr style="width: 80%; margin: 0 auto;"/> Name & Signature of Exam Staff	<hr style="width: 80%; margin: 0 auto;"/> Date

PAC-EXA-F15-R1