

APPEALS/EXAMINATION FEEDBACK FORM



IMPORTANT NOTES

1. Applications must be submitted within 2 weeks of the final grade being released. Late applications will not be entertained.
2. Please complete this form thoroughly. Incomplete forms will be rejected.
3. Application for an Appeal for Re-Marking must be accompanied by the cash/cheque payment of \$50.00 (excluding GST).
4. Application for an Examination Feedback must be accompanied by the cash/cheque payment of \$25.00 (excluding GST).
5. All fees paid are non-refundable.
6. ERC Institute is committed to maintain the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student subjected to the obligation of ERC Institute to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organization conferring/awarding the qualification.

PART A: STUDENT INFORMATION

Name:	Student ID:
Email Address:	Contact Number:
Type of Application: <input type="checkbox"/> Appeal for Re-Marking (Complete Part C) <input type="checkbox"/> Examination Feedback	

PART B: PROGRAMME DETAILS

Title of Programme:	
Module Name:	Module Code:
Intake:	Month & Year of Module Completion:
Name of Lecturer:	Date of Examination Results Release:

PART C: APPEAL DETAILS (IF APPLICABLE)

Please complete this section in detail if you are requesting for an appeal for re-marking

PART D: FOR OFFICIAL USE ONLY

Programme Manager (SSA Division)

Verified by:	Signature & Date:
--------------	-------------------

Independent Marker & Examination Board Representative

Outcome: <input type="checkbox"/> No change in marks <input type="checkbox"/> Change in Marks
Please provide comments to aid the student's understanding of the grade received.

Name of Independent Marker:	Signature & Date:
-----------------------------	-------------------

Examination Department Staff

Items received: <input type="checkbox"/> Student Counselling Form <input type="checkbox"/> Examination Script <input type="checkbox"/> Coursework & Assignments	
Verified by:	Signature & Date: