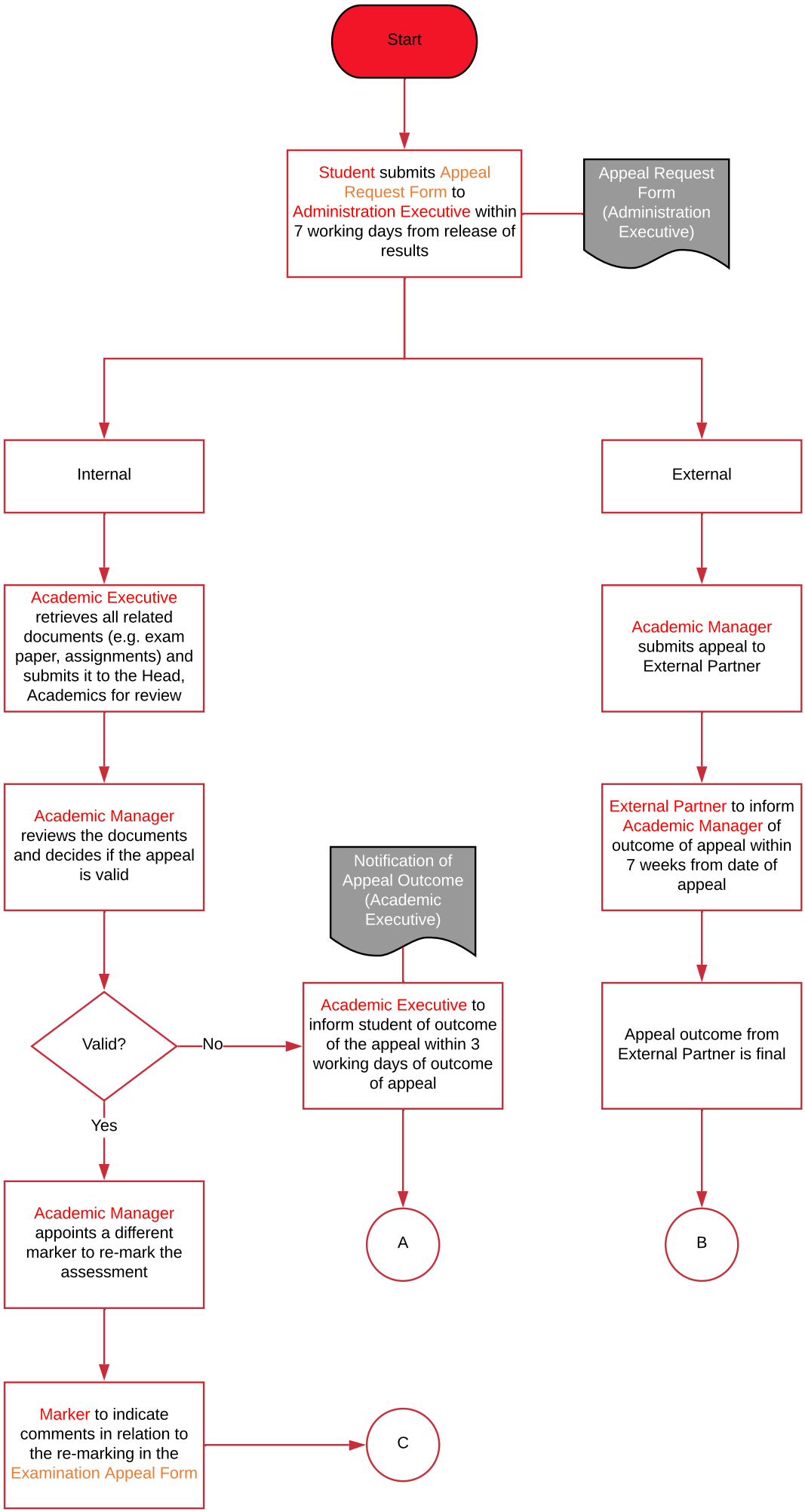
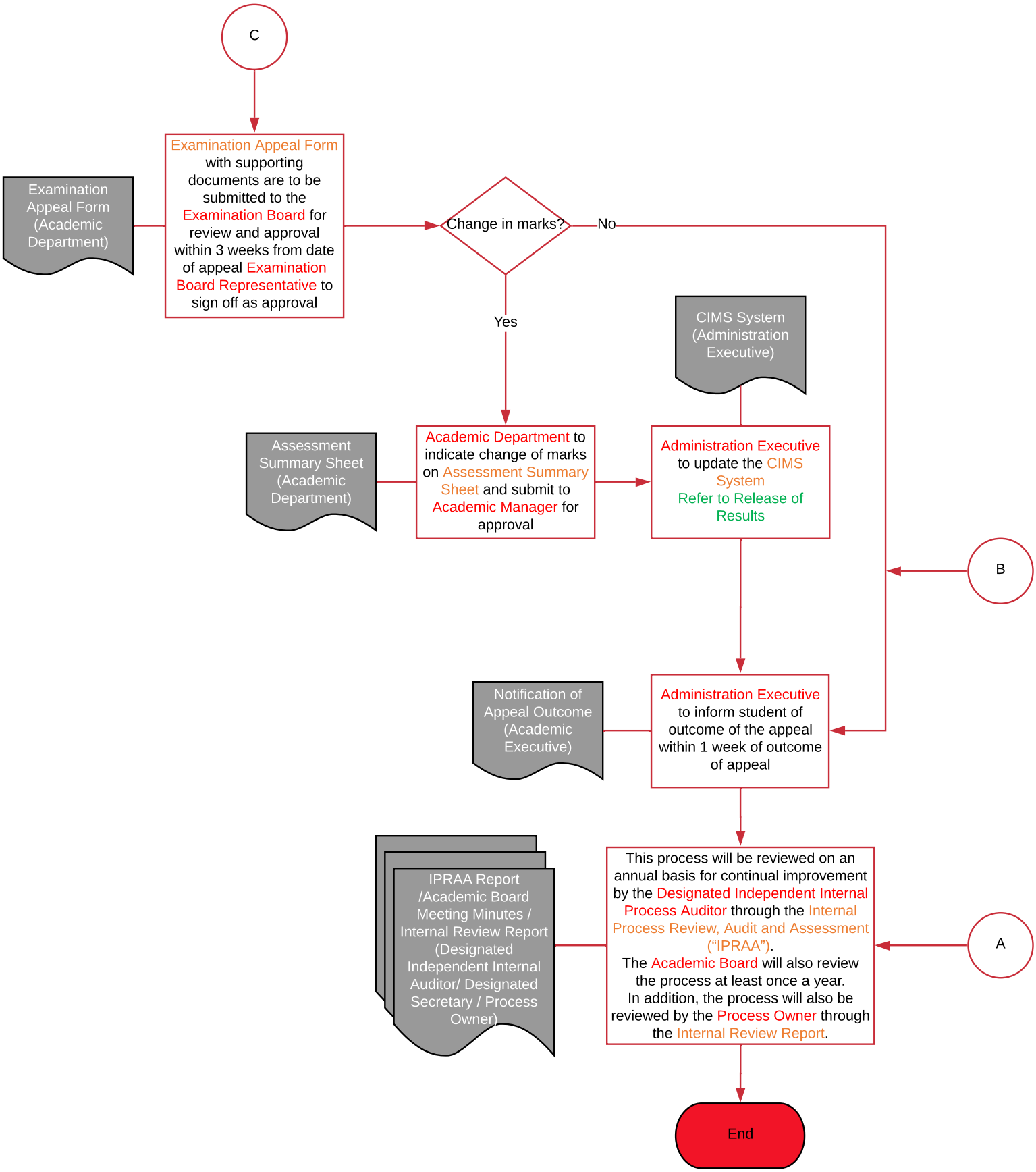
**OM-C5.5.1 Appeal of Results Process**




C
Examination Appeal Form (Academic Department)
Examination Appeal Form with supporting documents are to be submitted to the Examination Board for review and approval within 3 weeks from date of appeal Examination Board Representative to sign off as approval
Change in marks?
No
Yes
CIMS System (Administration Executive)
Assessment Summary Sheet (Academic Department)
Academic Department to indicate change of marks on Assessment Summary Sheet and submit to Academic Manager for approval
Administration Executive to update the CIMS System
Refer to Release of Results
B
Notification of Appeal Outcome (Academic Executive)
Administration Executive to inform student of outcome of the appeal within 1 week of outcome of appeal
IPRAA Report /Academic Board Meeting Minutes / Internal Review Report (Designated Independent Internal Auditor/ Designated Secretary / Process Owner)
This process will be reviewed on an annual basis for continual improvement by the Designated Independent Internal Process Auditor through the Internal Process Review, Audit and Assessment ("IPRAA").
The Academic Board will also review the process at least once a year.
In addition, the process will also be reviewed by the Process Owner through the Internal Review Report.
A
End