



**EXAMINATION CIRCULAR 7/232**

**APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**  
**SECOND SEMESTER/FINAL EXAMINATION,**  
**ACADEMIC SESSION 2023/2024**

- **Postgraduate Programmes**
- **Undergraduate Programmes (Full Time, Distance Education, Offshore & Academic Collaboration Programmes)**
- **Diploma Programmes**

The regulations for examination results re-checking appeals processes are as follows:-

1. Appeals for the re-checking of examination results for Second Semester/Final Examination, Academic Session 2023/2024 can be submitted within the following period :-

**4<sup>th</sup> SEPTEMBER 2024 to 4<sup>th</sup> OCTOBER 2024**

**APPEALS FOR THE RE-CHECKING OF EXAMINATION RESULTS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED BY THE UNIVERSITY.**

2. Regulation of rechecking examination result is not equivalent to the reassessment of examination answer scripts. **Rechecking is only to ensure that all answers in the scripts have been graded and the calculation of marks awarded are correct.**

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ACADEMIC SESSION 2023/2024

3. The process for the appeals of re-checking examination results can be initiated by filling in the “**APPLICATION FORM FOR APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS**” (English language version) which can be downloaded/obtained from the website at <https://bpa.usm.my/>.
4. The following document must be attached with the completed application form :-
  - (a) **A copy of ePayment slip**  
A payment of RM25.00 (Twenty Five Malaysian Ringgit Only) for the re-checking of each examination paper is payable at <https://epayment.usm.my>.
  - OR**
  - (b) **A copy of the official receipt issued by the USM’s Bursary**

The application form and receipt must be sent to:

- (a) **FOR STUDENTS OF MAIN CAMPUS, OFFSHORE PROGRAMMES, ACADEMIC COLLABORATION PROGRAMMES AND POSTGRADUATE PROGRAMMES**
  - Principal Assistant Registrar, Examination and Graduation Unit, Academic Management Division, Registry, Level 5, Chancellory Building, 11800 USM, Penang.  
(E-mail: [exam@usm.my](mailto:exam@usm.my))
- (b) **FOR STUDENTS OF ENGINEERING CAMPUS**
  - Senior Assistant Registrar, Academic Management Division, Registry, Engineering Campus, Universiti Sains Malaysia, 14300 Nibong Tebal, Penang.  
(E-mail: [bpa.eng@usm.my](mailto:bpa.eng@usm.my))
- (c) **FOR STUDENTS OF HEALTH CAMPUS**
  - Assistant Registrar, Academic Management Unit, Registry, Health Campus, Universiti Sains Malaysia, 16150 Kubang Kerian, Kelantan  
(E-mail: [ajmal@usm.my](mailto:ajmal@usm.my))

**PAYMENT VIA CHEQUES WILL NOT BE ACCEPTED**

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5. The Examination and Graduation Unit will announce the outcome of the application as soon as confirmation for the re-checking of examination result is received from the respective school.

Thank you.



**(AMRA BINTI OTHMAN)**  
Principal Assistant Registrar  
Examination and Graduation Unit  
Academic Management Division

Reference No. : USM.(O) 25/1/xiii/c Jld.34

Date of Issue : 30 August 2024

Date of Expiry : 4 October 2024

Examination and Graduation Unit, Academic Management Division, Registry,  
Universiti Sains Malaysia, Level 5, Chancellory Building, 11800 USM, PENANG.

Tel. No. : 04 653 3479 | E-Mail : amra@usm.my

Web : bpa.usm.my & pendaftar.usm.my