

## REVIEW OF FINAL EXAM MARKS APPLICATION FORM

**INSTRUCTIONS**

- Please fill up this form completely.

**SECTION I (To be completed by student)**

**1. STUDENT'S PARTICULAR**

NAME  
(Capital Letter)


MATRIC NO

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PROGRAMME

EMAIL

CONTACT NO.

**2. DETAILS OF REVIEW MARKS APPLICATION**

NO	COURSE CODE	COURSE TITLE
1		
2		
3		

\_\_\_\_\_  
Student's Signature

\_\_\_/\_\_\_/\_\_\_  
Date

Are you currently holding any scholarship?

YES

If **YES**, please state name of the organization that awards the scholarship.

NO

\_\_\_\_\_

**SECTION II (To be completed by Student Accounts and Procurement Department)**

*Please tick (✓) :*

Received application **within two(2) weeks** after the result released.

YES

NO

Appeal against grade fee :

RM

\_\_\_\_\_

Outstanding fees :

RM

\_\_\_\_\_

Receipt No : \_\_\_\_\_

Invoice No : \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp

Name :

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_  
Date

**SECTION III (To be completed by Academic Administration Department)**

Received by :

\_\_\_\_\_  
Signature & Stamp

\_\_\_ / \_\_\_ / \_\_\_  
Date

**\*Copy of the form has to be submitted to SMU if the student is under scholarship.**

**SECTION IV (To be completed by Dean)**

Previous Examiner		Review Examiner	
Previous Mark		Review Mark	
Signature of Reviewer's			
Reviewer's Comments/Remarks			

Dean/Director's Approval :     APPROVED                       NOT APPROVED

\_\_\_\_\_  
Signature & Stamp

\_\_\_ / \_\_\_ / \_\_\_  
Date

**\*Completed application and supporting document (if any) must be submitted to ACAD.**

**IMPORTANT GUIDELINES**

- 1 Completed application must be submitted to Academic Administration Department for Approval.
- 2 **Student is required to pay the fee upon application during the TWO (2) WEEKS after the result released.**
- 3 The application must reach Academic Administration Department **within TWO (2) weeks after the result released.**
- 4 Application received **TWO (2) weeks after the result released will not be entertained .**
- 5 Payment will not be covered by the sponsors.