
Appeal Procedure

For Internal Courses

- Upon release of results, students who are dissatisfied with the outcome may submit an Examination Appeal Form to the Academic Department. This is to be done within 7 working days of the release of examination results.
- The Academic Department is to acknowledge the receipt of the Examination Appeal Form within 3 working days, and proceed to submit the appeal to the Academic Department HOD.
- The Academic Department HOD is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will be designated to re-mark the paper. Comments in relation to the re-mark must be stated in the Examination Appeal Form, which would be circulated to the Examination Board Chairman for his/her review and approval.
- All decisions made by the Examination Board are final.
- The Academic Department will inform the student of the final decision within one month from the date of the appeal.
- Should there be changes required, the Academic Department will make the necessary amendments to the results slip based on the appeal result.

For La Trobe University Courses

- Upon release of results, students who are dissatisfied with the outcome may submit an Examination Appeal Form to the Academic Department. This is to be done within 7 working days of the release of examination results.
- The Academic Department is to acknowledge the receipt of the Examination Appeal Form within 3 working days, and proceed to submit the appeal to the External Partner.
- All decisions made by the External Partner are subject to their appeal processes, and approved decisions are final.
- The Examination Board is to review and endorse the appeal results before the Academic Department informs the students of the appeal outcome (to be done within 8 weeks of the date of the appeal).
- Should there be changes required, the Academic Department will make the necessary amendments to the results slip and submit to Academic Department HOD for approval.