



**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FACULTY OF MEDICINE**

**STUDENT APPEAL FOR CHECKING OF
MBBS EXAMINATION RESULTS**

Doc. No:	UniKL/RCMP/ FOM-02
Revision No:	01
Date	01 July 2017
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Prepared by:


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Examination Unit, Faculty of Medicine
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Date : 22 June 2017

Approved by:

Name: Assoc. Prof. Dr. Syed Rahim bin
Syed Hamid
Position: Dean, Faculty of Medicine
Date : 22 June 2017

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09/05/14	Establishment	00	Dean, FOM
2	01/07/17	Amendment	01	Dean, FOM

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1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for the application by a student who is not satisfied with his/her examination results and request for a remark.

2.0 SCOPE

The scope of this procedures covers all summative examination conducted in FOM, UniKL RCMP.

3.0 REFERENCES

- 3.1 Academic Rules & Regulations, Faculty of Medicine
- 3.2 University Rules and Regulations, UniKL

4.0 DEFINITIONS/ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
RCMP	:	Royal College of Medicine Perak
FOM	:	Faculty of Medicine
Exam	:	Examination

5.0 RESPONSIBILITY

- 5.1 Dean of FOM is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 Dean / Deputy Dean / Examination Unit / Examination Committee / Board of Examiners / Appointed Lecturers are responsible to ensure that this procedure is adhered strictly.

6.0 PROCEDURE

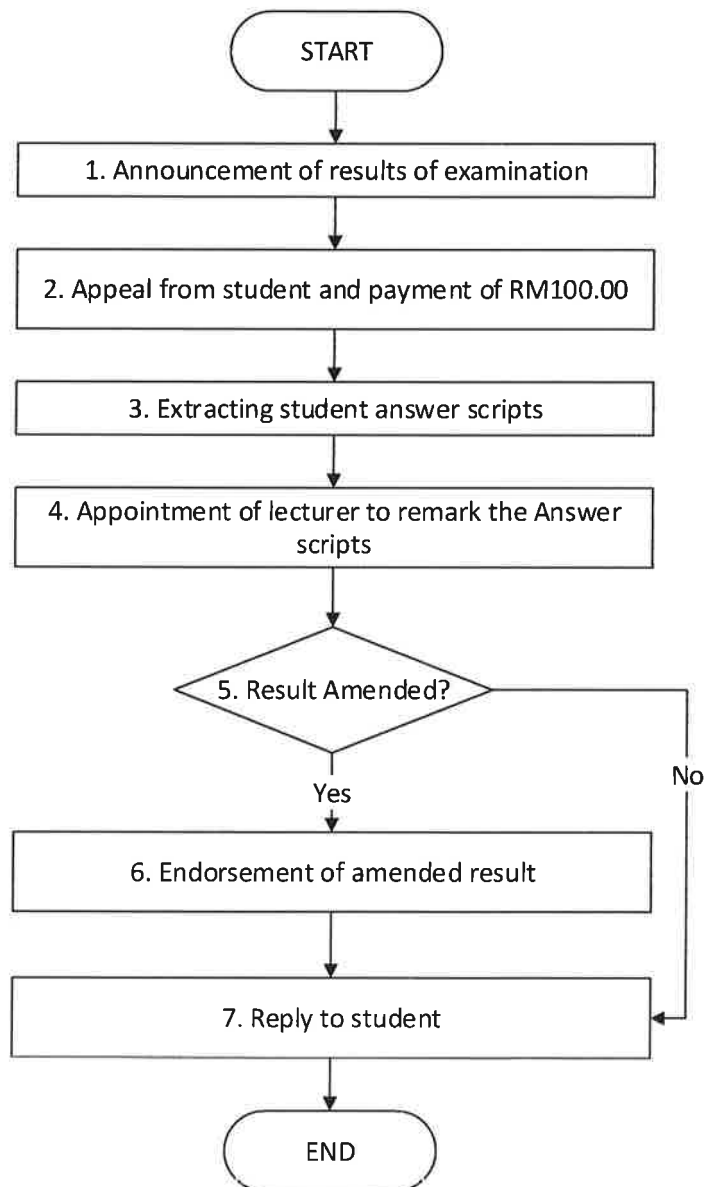
- 6.1 Refer to the process flow chart as in the next page.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Students informed of the exam result after the Board of Examiners and Faculty Meeting	Dean	Provisional Examination Result: Pass/Fail	After the Board of Examiners and Faculty Meeting – same day
2	Student files written appeal to the Examination Unit and makes payment	Examination Unit	Student's appeal form	Within 7 working days after the announcement of the examination results
3	Examination Unit to extract the student's answer scripts	Examination Unit	Student's answer scripts	Within 1 working day after receipt of student's appeal
4	Appointment of lecturer by Dean/Deputy Dean to re-mark the student's answer scripts	Dean / Deputy Dean	Student's answer scripts Appointment letter to the lecturer	Within 1 working day after receiving the student's appeal
5	If examination result is affirmed. Proceed to No. 7	Dean / Deputy Dean	Student's answer scripts and affirmed marks Amended marks in	Within 2 working days after appointment of

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	If examination result is amended (new results) Proceed to No. 6		student's answer scripts	the lecturer
6	Endorsement of amended result	Dean / Deputy Dean	Amended marks in student's answer scripts Student's appeal form	Within 1 working day after receiving feedback from appointed lecturer
7	Written reply to student	Examination Unit	Affirmed or Amended results Student's appeal form	Within 1 working day after receiving feedback from Dean/Deputy Dean.

8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Examination Result: Pass/Fail	Exam Unit	1 year
2	Student's appeal form	Exam Unit	1 year