



EXAMINATION CIRCULAR 7/242

APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS **SECOND SEMESTER/FINAL EXAMINATION** **ACADEMIC SESSION 2024/2025**

- **Postgraduate Programmes**
- **Undergraduate Programmes (Full Time, Distance Education & Offshore)**
- **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 2024/2025 can be submitted within the following period :-

29th AUGUST 2025 to 29th SEPTEMBER 2025

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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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)
- (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)
- (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)

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 : 29 August 2025

Date of Expiry : 29 September 2025

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