



EXAMINATION CIRCULAR 6/252

APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS

**SECOND SEMESTER/ FINAL EXAMINATION,
ACADEMIC SESSION 2025/2026**

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

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 2025/2026 can be submitted within the following period :-

26th AUGUST 2026 to 25th SEPTEMBER 2026

**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.**
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 RM50.00 (Fifty 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**

"Refund Policy: The examination results re-checking fee will be refunded to the student **only in the event of a grade change.**"

The application form and receipt must be sent to:

(a) **FOR STUDENTS OF MAIN CAMPUS, OFFSHORE PROGRAMMES, ACADEMIC COLLABORATION PROGRAMMES AND POSTGRADUATE PROGRAMMES**

Deputy 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 TUANKU SYED SIRAJUDDIN ENGINEERING CAMPUS**

Senior Assistant Registrar, Academic Management Division, Registry,
Tuanku Syed Sirajuddin 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: anizan@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)

Deputy Registrar
Examination and Graduation Unit
Academic Management Division

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

Date of Issue : 26th August 2026

Date of Expiry : 25th September 2026

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

APPLICATION FORM FOR APPEAL FOR RE-CHECKING OF EXAMINATION RESULTS

1. INSTRUCTION TO CANDIDATE

1.1 Articles 2 to 4 in this form must be properly and completely filled in.

1.2 Payment must be made, which is **RM50.00 for each examination paper reviewed** at Bursary, USM.

- **Main Campus** : Student Accounts & Revenue Management Section, Bursary,
D12 Building, Bursary@USM

- **Engineering Campus** : Student Finance Section, Bursary

- **Health Campus** : Student Finance Section, Bursary

OR

1.2.1 Via ePayment (Website: <https://epayment.usm.my>)

*** Payment via cheques WILL BE NOT ACCEPTED.**

1.3 The application form with **A COPY OF PAYMENT RECEIPT/ePAYMENT SLIP** must be sent to:

(a) **FOR STUDENTS OF MAIN CAMPUS, DISTANCE EDUCATION, OFF-SHORE PROGRAMMES AND POSTGRADUATE PROGRAMMES**

Deputy 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 TUANKU SYED SIRAJUDDIN ENGINEERING CAMPUS**

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(c) **FOR STUDENTS OF HEALTH CAMPUS**

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(E-mail: anizan@usm.my)

2. DETAILS OF CANDIDATE

2.1	Full Name	:	_____
2.2	NRIC/PASSPORT NUMBER	:	_____
2.3	INDEX NUMBER	:	_____
2.4	Address	:	_____

2.5	Programme & Year of Study	:	_____
2.6	Mobile Phone Number	:	_____

2.7 Course(s) to be re-checked: -

NO.	COURSE CODE & TITLE	GRADE	SEMESTER

3. PAYMENT

3.1 Amount of Payment = RM _____

(PLEASE ENCLOSE A COPY OF PAYMENT RECEIPT TOGETHER WITH THIS FORM)

4. CANDIDATE'S SIGNATURE: _____ **DATE:** _____