

1. Assessment results, appeals and awards

- a. All assessment results (including courses with external partners) are to be approved by the Examination Board / an appointed representative of the Examination Board before dissemination and are to be disseminated to all relevant students within 3 months from the date of the last examination.
- b. All awards are to be approved by the awarding authority (if applicable) and/or the Examination Board before being released. Dissemination of awards can be in the form of information provided to students. Actual graduation would not fall under the 3 months timeframe.
- c. Information about appeals, including period and timeframe of any appeals, would need to be disseminated to students upon the release of examination results at the latest. This information is also documented in the Students' Handbook which is usually distributed to the student at the Pre-Course Counselling stage and covered during the Pre-Course Counselling and Orientation briefings.
- d. All appeals shall be managed in a fair and impartial manner.
- e. Appeals are to be submitted in writing, within 7 working days from the release of assessment results and the results of the appeals are to be made known to the students within 4 weeks.

<p>1. Assessment results, appeals and awards</p> <p>8.1 Upon completion of the marking and moderation of examination papers, the Academic Support Supervisor will release the examination results to all students.</p> <p>8.2 If students have met all the graduation requirements, their names would also be submitted to the designated representative of Examination Board and / or academic partners for their approval.</p> <p>8.3 Final examination results and awards must be released within three months upon completion of the final examination and/or assignment of the course for both in-house courses and courses with External Partners.</p> <p>8.4 Dissemination of awards can be in the form of information provided to students. Actual graduation would not fall under the 3 months' timeframe.</p> <p>8.5 The following is the appeal procedure:</p> <p><u>Courses with External Partners</u></p> <ul style="list-style-type: none">• Upon release of results, students who are dissatisfied with the outcome may submit an Appeal Form to the Academic Support Supervisor. This is to be done within 7 working days of the release of examination results.	<p>Examination Board Meeting Minutes (Head of Middle & High School / Head of Junior School / Vice Principal)</p>
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- The **Academic Support Supervisor** is to acknowledge the receipt of the **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 Support Supervisor** 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 Support Supervisor** will make the necessary amendments to the results slip and submit to the **Head of Middle & High School / Head of Junior School / Vice Principal** for approval.

**Appeal Form
(Academic Support
Supervisor)**

In-house Courses

- Upon release of results, students who are dissatisfied with the outcome may submit an **Appeal Form** to the **Academic Support Supervisor**. This is to be done **within 7 working days** of the release of examination results.
- The **Academic Support Supervisor** is to acknowledge the receipt of the **Appeal Form within 3 working days**, and proceed to submit the appeal to the **Head of Middle & High School / Head of Junior School / Vice Principal**.
- The **Head of Middle & High School / Head of Junior School / Vice Principal** 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 **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 Support Supervisor** will inform the student of the final decision **within one month** from the date of the appeal.
- Should there be changes required, the **Academic Support Supervisor** will make the necessary amendments to the results slip based on the appeal result.