



**EXAMINATION CIRCULAR 5/253**

**APPEAL FOR RECHECKING OF EXAMINATION RESULTS**

**KSCP, ACADEMIC SESSION 2025/2026**

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

The guidelines for examination results rechecking appeals processes are as follows:-

1. Appeals for the rechecking of examination results for KSCP, Academic Session 2025/2026 can be submitted within the following period :-

**25<sup>th</sup> SEPTEMBER 2026 to 9<sup>th</sup> OCTOBER 2026**

**APPEALS FOR THE RECHECKING OF EXAMINATION RESULTS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED BY THE UNIVERSITY.**

2. Regulation of rechecking examination results 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 rechecking examination results can be initiated by filling in the “**APPLICATION FORM FOR APPEAL FOR RECHECKING 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 rechecking 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 rechecking fee will be refunded to the student **only if there is a change in the grade awarded.**

The application form and receipt must be sent to:

(a) **FOR STUDENTS OF MAIN CAMPUS, OFFSHORE PROGRAMMES, DISTANCE EDUCATION 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](mailto: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](mailto: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](mailto:anizan@usm.my))

**PAYMENT VIA CHEQUES WILL NOT BE ACCEPTED**

5. The Examination and Graduation Unit will announce the outcome of the application upon receiving confirmation of the rechecking of the examination results 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 : 25<sup>th</sup> September 2026

Date of Expiry : 9<sup>th</sup> October 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](mailto:amra@usm.my)

Web : [bpa.usm.my](http://bpa.usm.my) & [pendaftar.usm.my](http://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](mailto: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](mailto: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](mailto: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:** \_\_\_\_\_