



**VICTORIA WORLD ACADEMY**  
维多利亚世界学院

### **VWA student examination result appeal procedure and policy**

- a) All appeals against examination results shall be made within seven (7) working days from the release of official results. Examination Results Appeal form is obtainable from the Student Admin.
- b) Only one appeal per examination can be lodged with the school.
- c) Academic Administrator completes Section B of the form and hand the completed form and answer script to a new appointed marker.
- d) The paper will be remarked and moderated again, and the result will be subjected to the confirmation of the Examination Board.
- e) Examination Board will complete Section C of the form.
- f) The final result will be:
  - 1. Approved and endorsed by the examination board and will be considered as final
  - 2. communicated to the student within two weeks of the date of receipt of the appeal
- g) The completed form will be kept in the appeal case file.
- h) Academic Administrator Admin will update the examination result into the assessment result database.



Academic and Examination Board of VWA