

Application for Reassessment Form

IMPORTANT:

- This is not an application to re-sit an examination/test or to request for a resubmission of any assessment item.
- An application for reassessment will only be processed by CRAM after a student has successfully completed the relevant steps as in the checklist below. You will be notified of the reassessment outcome via your student webmail within **21 working days** from the date of application.

Checklist:

- Have you contacted your lecturer or unit convener for a local resolution? (Note: Local Resolution for this application is to [recheck your marks.](#)) Please complete the [Exam and Assessment Recheck Report form](#) and send it together with this application.
If you are currently overseas within the 10 working days after result publication, please make the necessary arrangement online.
- Have you lodged a formal complaint through the [Complaints and Feedback online form](#) on the Swinburne Sarawak website?
- Have you made payment for the reassessment fee? (RM150 per request). Please visit the [How do I pay my fee](#) page for payment methods. Please email the proof of payment or bank-in slip to [Finance Treasury Services ServiceDesk](#) for official receipt (OR) issuance and cc to cram@swinburne.edu.my.
Use e-mail subject as APPLICATION FOR REASSESSMENT – YOUR FULL NAME (typed in uppercase).

Please submit your completed application form to cram@swinburne.edu.my.

APPLICANT DETAILS

First Name	
Last Name	
Student ID	
Academic Course	
Mobile Phone No.	

APPLICATION FOR REASSESSMENT

Unit of Study Code	
Unit of Study Title	
Faculty	
Student Signature	
Date of application	

OFFICE USE ONLY: CRAM COORDINATOR

Receipt No.	
Date	
CRAM Code	Feedback Advisor

PRIVACY STATEMENT

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>.