



Assessment Grade Appeal Form

006 – MAPS

Version 3.0 | Feb 2025

Student Details:

Student Name:			
National ID / Passport Number:		Contact Number:	
Course Name:			
Mode of Study:	☐ Face to Face	☐ Online	

Examination Script Details:

Unit Code:			
Unit Name:			
Exam Date:			
Mode of Examination:	☐ Face to Face	☐ Online	
Date of Remarking Appeal:			

Remarking Fee:

Examination script will be remarked only when the fee of **MVR 1000/- (One Thousand Rufiyaa)** is paid.

Please see the excerpt from the MAPS College Assessment Policy covering exam remarking rules for information on the remarking process and rules.

Declaration:

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read policies regarding Alternative Examination Arrangements. I understand these instructions and I agree to abide by the conditions set out there.

Signature:		Date:	
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For Office Use Only:			
Received By:		Date:	
Remarks:			
Payment Details: (If Applicable)			
Approved By:		Date:	

Examiners Use Only:			
This section should be filled after the examination script is remarked.			
Assessment mark before remarking _____		Assessment mark after remarking _____	
Has there been a change in the overall grade for the student?		YES ☐	NO ☐
Is the student entitled to a refund of the remark fee (If the mark has changed by 10 or more points)		YES ☐	NO ☐
Name and Signature:		Date:	

Exam Marking Rules – Excerpted from MAPS College Assessment Policy

18. Re-Marking of Assessments

- 18.1 If a student is dissatisfied with the assessment result, the student must approach the Course Co-ordinator in the first instance to discuss and/or request a formal re-mark of that assessment. The request for a re-mark must be made within 10 working days of the release of the assessment results.
- 18.2 In case of a formal re-mark, a charge will be levied to cover the cost of the re-marking and administration of the request.
- 18.3 To apply for a formal re-marking, the student should pay the re-mark fee (as listed on the MAPS College website) and complete the Assessment Grade Appeal Form and return it to MAPS College.
- 18.4 On receipt of payment and the Assessment Grade Appeal Form, the course coordinator will arrange for the assessment to be re-marked. The re-marking must be undertaken by a member of staff who did not mark or Internally Verify the original assessment.
- 18.5 The re-marking should be completed within 10 days, and the results communicated to the student.
- 18.6 Where a re-marking leads to a change in marks of 10 or more marks out of 100, the re-mark payment shall be refunded. Where a re-marking leads to no change or a change of less than 10 marks out of 100, no refund shall be provided, even if a change in mark leads to a change in the grade received.
- 18.7 Students may not appeal a re-mark, or request a second re-marking of any assessment.