

THE CHINESE UNIVERSITY OF HONG KONG
HONG KONG INSTITUTE OF EDUCATIONAL RESEARCH
Preparation for Principalship Course for Aspiring Principals
Application for Grade Appeal of Academic Results

(Please read the Notes for Application before completing this form.)

Name in English: _____ Participant No.: _____

Assignment(s) to Apply Grade Appeal for (Please “✓” as appropriate):

- | | | |
|---|--|--|
| <input type="checkbox"/> Module 1 Assignment | <input type="checkbox"/> Module 2 Assignment | <input type="checkbox"/> Module 3 Assignment |
| <input type="checkbox"/> Module 4 Assignment | <input type="checkbox"/> Module 5 Assignment | <input type="checkbox"/> Module 6 Assignment |
| <input type="checkbox"/> Action Research (AR) Project | | |

Original Grade(s) of the Assignment: _____

Marker(s) of the Assignment: _____

Reason(s) for the Grade Appeal: _____

Date: _____ Signature of Student: _____

Notes for Application for Grade Appeal of Academic Results

1. All grade appeal applications should be made within two weeks after the release of grades. Fill in all the required information on the application form and email your request to hkier-trainingA@cuhk.edu.hk.
2. HKIER will forward the request to Programme Directors for approval. Result will be notified via email.
3. Once approved by Programme Directors, application will be processed upon receipt of payment. Payment method will be provided via email.

Administration Fee per Assignment: HK\$550

4. A clean version of your assignment without your personal information (i.e. your name and participant no.) in the content pages should be sent to HKIER via email. This clean version will then be sent to another marker. A lead time of approximately four weeks will be given for grading the assignment.
5. Results of the grade appeal will be notified by email. Marked assignments will be returned to participants by mail.
6. The higher grade would be treated as final, hence the grade may remain unchanged or be adjusted upward.
7. For enquiries, you can contact us by:
Tel. No.: 3943 6999; 3943 6755; 3943 4357