

**PCLL Conversion Examination Board**  
 c/o PCLL Conversion Examination and Administration Limited,  
 6/F United Centre, 95 Queensway, Hong Kong

**APPEAL OF EXAMINATION RESULT FORM (Form C)**

**Name (Mr/Mrs/Ms/Miss)** \_\_\_\_\_  
 (Please use the same name as on your HKID) (surname) (other names)

**HKID** \_\_\_\_\_  
 Passport no. & Country of Issuance  
 (if candidate is not a HKID card holder)

**Address to which correspondence should be sent** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ / \_\_\_\_\_  
 (Mobile) (Day-time Contact Number)

**Email** \_\_\_\_\_

**Examination Sitting** \_\_\_\_\_ / \_\_\_\_\_ **Candidate No** \_\_\_\_\_  
 (Month) (Year)

**SUBJECT / PART APPEALED:** \_\_\_\_\_

**GROUNDS OF APPEAL**

Please ensure you have provided adequate reasons and that relevant documentation, if any, is attached. You cannot use this form to apply for special consideration.

\_\_\_\_\_  
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**APPLICATION FEE FOR APPEAL: HK\$ 3,500 FOR EACH SUBJECT / PART**

Cheque no.: \_\_\_\_\_ Bank: \_\_\_\_\_ Bank a/c no.: \_\_\_\_\_

(Please make cheque/ bank draft payable to **“PCLL Conversion Examination and Administration Limited”**. If applicants are using e-cheques, e-cheques should be made payable to **“PCLL Conver Examin & Admin Ltd”**. Please note that the full name and short-form **CANNOT** be used interchangeably. Applicant’s name should be specified in the remarks of the e-cheque.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**N.B.:** Please read the Notes to Appellants before completing this form.

## NOTES TO APPELLANTS

1. This appeal procedure is not designed for consideration on compassionate grounds such as illness, grievances, etc.
2. Appellants should set out their grounds of appeal in their application forms.
3. An appeal will only be entertained if there has been one or more of the following flaws or defects in the marking process undertaken:
  - (a) the marking scheme in respect of the subject was manifestly not followed by one or more of the markers; or
  - (b) some parts of the script have not been marked; or
  - (c) the tabulation of marks was incorrect; or
  - (d) there was an arithmetical error in the marks; or
  - (e) there is any other reason to doubt that the marking was defective.
4. If no flaw or defect is found, the appeal shall be dismissed. Application fee for appeal will not be refunded.
5. If a flaw or defect is discovered and the rectification of the error or errors relating to the script may possibly have the effect of entitling the candidate to a pass, the script will be remarked.
6. If an appeal is successful, an appellant would receive a refund of the Application fee for appeal.
7. Appellants should note that an appeal process would take a substantial period of time and for students taking the June/July examinations, we make no warranty that the result of appeal would be made available in time for them to meet the deadline of PCLL admission in the same year.
8. Application fee for appeal is HK\$3,500 per subject and is subject to adjustment. Each part of Commercial Law is treated as separate subject and it should be paid the same as a subject. Separate form should be used for each appealed subject/part.
9. Appellants should submit a completed Appeal Form (**Form C**) in hard copy together with a cheque or bank draft made out to “***PCLL Conversion Examination and Administration Limited***” for the appropriate Application fee for appeal to the PCLL Conversion Examination Board c/o PCLL Conversion Examination and Administration Limited, 6/F United Centre, 95 Queensway, Hong Kong within 14 days after the release of examination results. It is the Appellants’ responsibility to ensure that their applications reach the office before the deadline. Excuse of loss or delay in the post will not be entertained.
10. The decision on appeal is final.