



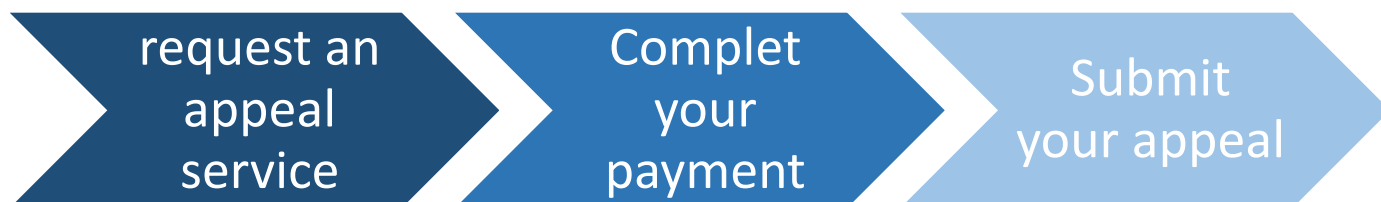
How to make an appeal of a course result?

Dear student,

The Arab Open University offers you an (Appeal system) where the student can make an **APPEAL** for course assessment

(**Final exam**) through Student Information System (SIS). A student needs to pay (**215.05 SR**) for the appeal service.

You can submit your appeal following the steps below:



First:

Login to SIS and request an appeal service, as shown below:

- **Step 1:** Click on Request a service

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AOU
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Arab Open University

You are logged in as [Name] [Log out](#)

AOU Online Student Services Center

Student Info:

Registration: Use this section to register your courses for the selected semester. AOU allows you to register your courses online from anywhere with an internet connection. Semester: First 2020/2021 Go to the Registration section View Offered Courses	Financial: Use this section to check your financial statement and pay online. Go to the Financial section
Grades Online / Transcripts: Use this section to view grades of the courses that you registered at AOU. Moreover, you can use this section to view your transcript and know your GPA. Go to the Grades and Transcripts section	Update your Personal Data in Our Records: Phone Numbers and Personal Email: Update Personal Email: Zaidmoussa95@gmail.com Blood Type: -- Update
Examination Slip: Use this section to print exam slip. Go to the Examination Slip	Postpone Exam: Use this section to submit a postponement request. Postpone Exam
E-Services: Use this section to request a service online. You can also request services online. Request a Service	
Aid Request:	Social Reward:

- **Step 2 :** Click on Select

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Request a Service

Instructions:

1. Choose the service
2. Fill in the required info
3. Click on Request Service

Service: - Select - [Request Service](#)

[Back to Student Services](#)

- **Step3: Select Appeal receipt**

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You are logged in as Zaid Abdul Rahim Nader Mousa (9601813975) [Log out](#)

Request a Service

Instructions:

1. Choose the service
2. Fill in the required info
3. Click on Request Service

Service

- Select -
Appeal Receipt - إيصال لحطب التظلم
Request Service

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- **Step4: Submit Request a Service**

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You are [\[Name\]](#) [Log out](#)

Request a Service

Instructions:

1. Choose the service
2. Fill in the required info
3. Click on Request Service

Service

Appeal Receipt - إيصال لحطب التظلم

☒ I understand that I will be charged the mentioned fees per copy and they are not refundable

Kindly Select [Copies = 1] A separate receipt should be done for each Appeal/Course Each appeal costs 187+ VAT 15% SAR

[Request Service](#)

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- **Step5:** [Click here to pay online](#)

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Request a Service

Instructions:
Choose the service
Fill in the required info
Click on Request Service

Year	Sem	Service	Request Date	Status	Copies	Service Field1	Admin Comments	Print Report
2019/2020	Second	Appeal Receipt - إيصال لطلب التظلم	8/6/2020	Requested	1			click here

Service: - Select -

☐ I understand that I will be charged the mentioned fees per copy and they are not refundable

[Request Service](#)

our request has been successfully submitted.
You will be notified by email regarding your requested document.
[Click here to pay now](#), otherwise your request will be deleted.
[Back to Student Services](#)

[Click here to pay](#)

- **Step6:** [Click on Select:](#)

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Online Payment

Instructions:

- Use this page to choose your registration and/or tuition fees you want to pay online.
- Select from the grid the slip you should pay and fill in the form your personal information, you will be redirected to the checkout.

[Print Registration Form](#) [طباعة الجدول الدراسي](#)

Slips

عزيزي الطالب
... يجب سداد كامل الرسوم أو القسط الأول لمن تطبق عليهم شروط التسجيل مباشرة عن طريق الدفع المباشر أو خلال 12 ساعة عن طريق نظام سداد. وإلا سيتم حذف الجدول تلقائياً :-

	Amount	Remaining	Description
Select	216.00 SAR	216.00 SAR	2019/2020 Summer Request: Appeal Receipt - إيصال لطلب التظلم
	539.35 SAR	539.35 SAR	2020/2021 Fall Registration Slip

[Back to Student Services](#)

- **Step7:** [Pay online](#)



Second:

Applying the appeal request is by logging into your account in SIS using the following link:

<https://sisksa.aou.edu.kw/OnlineServices/>

For submitting an appeal application on the final grade (Assignments – Midterms - Final Exam), click on

Student Appeal. It is not allowed to request an appeal through the electronic **Complaint System**.

- **Step1:** Appeal

E-Services: Use this section to request a service online. AOU allows you to request services online. Request a Service	
Aid Request: Use this section to request an aid. Aid Request	Social Reward: Use this section to request a social reward. Social Reward
Appeal: Use this section to submit an appeal. Student Appeal	Complaint Form: Use this section to submit a Complaint Form. AOU allows you to submit Complaint Form online, Form will be sent to the Student Affairs' Office. Student Complaint
Graduation Ceremony: Use this section to register to the graduation ceremony. Graduation Ceremony	Change Password: Use this section to change your password. Change Password

- **Step2:** Click on Student Appeal

Student Appeals → select → Add New Appeal → Assessment Type (The type of the appeal you want to request)

You are |

[Log out](#)

Student Appeals

Posted Grades

	Year	Semester	Course Part	Assessment Type	Original Grade	Accredited Grade	Total Point	Weight
Select	2019	3	AR112	TMA	48	48	50	50

Click here

[Back to Student Services](#)

Student Appeals

Posted Grades

	Year	Semester	Course Part	Assessment Type	Original Grade	Accredited Grade	Total Point	Weight
Select	2018	3	B207A	Final Exam	28.50	28.50	50	50
Select	2018	3	B207A	Mid Term Assessment	10.20	10.20	30	30
Select	2018	3	B207A	TMA 01	18.40	18.40	20	20
Select	2018	3	BUS102	Final Exam		0	50	50
Select	2018	3	BUS102	Mid Term Assessment	10.05	10.05	30	30
Select	2018	3	BUS102	TMA 01	19.70	19.70	20	20
Select	2018	3	B124	Final Exam	11.75	11.75	50	50

1- اختيار المقرر المراد الاعتراض عليه

Appeals

No data retrieved.

[Add New Appeal](#)

2- الضغط على هذا الرابط لتقديم الاعتراض

[Back to Student Services](#)

Select the course and the assessment type ,then fill in the needed details:

Student Appeals

Posted Grades

	Year	Semester	Course Part	Assessment Type	Original Grade	Accredited Grade	Total Point	Weight
Select	2018	3	B207A	Final Exam	28.50	28.50	50	50
Select	2018	3	B207A	Mid Term Assessment	10.20	10.20	30	30
Select	2018	3	B207A	TMA 01	18.40	18.40	20	20
Select	2018	3	BUS102	Final Exam	8	8	50	50
Select	2018	3	BUS102	Mid Term Assessment	10.05	10.05	30	30
Select	2018	3	BUS102	TMA 01	19.70	19.70	20	20
Select	2018	2	B124	Final Exam	11.75	11.75	50	50

Appeals

No data retrieved.

[Add New Appeal](#)

Course Part

1- تقوم بإدخال رمز المقرر كما هو موضح بالجدول أعلاه

Accredited Grade

2- تقوم بإدخال قيمة الدرجة كما هو موضح بالجدول أعلاه

Appeal Receipt

Select Receipt

3- تقوم باختيار رقم إيصال الدفيع

Student Comments

4- تقوم بإدخال تفاصيل الاعتراض

Submit

5- اضغط على زر إرسال الطلب

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On your screen, all the data will be shown (Final exam) grades.

Please fill in the slots as follows:

1. Insert the course for your appeal by choosing from the mentioned courses in the schedule.
2. Insert the original grades that you would like to appeal to.
3. Choose the receipt number, note that each type of appeal has a separate financial fee and receipt number.
4. Please mention the reason for the appeal on the grade to be taken into consideration when reviewing your answer sheet.
5. Click on Submit to submit the application and send it to the academic department.

Important Notes:

- The appeals will be handled according to the AOU regulations.
- After submitting the appeal request, the results will be received through the appeal system in SIS.
- Please ensure that your data and mobile phone number are correct in the SIS in case the university needs to contact you.
- Appeals will not be accepted after the period specified in the announcement.
- Appeal will not be accepted if it is not submitted through SIS.
- **Applications will be received from Thursday Jun 15, 2023, until Thursday jun 22, 2023**