

Make-up Exam Application

Students may apply for a make-up exam in cases of any **compassionate or compelling** circumstances that prevented them from attending their scheduled exam. These circumstances include the following:

- Illness or injury
- Permanent or temporary disability
- Accident

Situations that will not be considered as compassionate or compelling circumstances include:

- Minor medical illness or condition
- Work commitments
- Travelling
- Financial hardship

Name of the student: _____

Student ID: _____

Course code: _____

Course title: _____

Section no: _____

Semester: _____

Exam type: Class Test () / Mid Exam () / Final Exam ()

Application checklist:

	YES	NO
Student's application towards the course teacher		
Evidence of <i>compassionate or compelling</i> reason		
EWU Medical Centre <i>validation certificate</i> verifying any medical condition as part of a <i>compassionate or compelling</i> circumstance		
Guardian consultation regarding the make-up exam		

Signature with date of the departmental officer: _____

Academic advisor approval:Recommendation from academic advisor: *Recommended* () / *Not recommended* ()

Comments (if any):

Signature with date of the academic advisor: _____

Course instructor approval:Recommendation from course instructor: *Recommended* () / *Not recommended* ()

Comments (if any):

Signature with date of the course instructor: _____

Chairperson's decision:Decision from the chairperson: *Approved* () / *Not approved* ()

Comments (if any):

Signature with date of the chairperson: _____

Date: _____

To

The course instructor

Course Code (section no): _____

Subject: Application for make-up exam.

Dear Sir/Madam,

I was unable to attend my scheduled exam dated on _____ due to following reason.

Reason (add additional page if required):

I, therefore, kindly request you to consider my situation and allow me for a make-up exam.

Yours sincerely,

Signature of the student: _____

Full name of the student: _____

Student ID: _____