



Request FORM for Make-up of Terminal Examinations

Fall / Spring: \_\_\_\_

Instruction for Make-up Exam:

- a) Student must contact the HoD immediately when he/she missed a Terminal exam.
b) Failure to take the Make-up Exam at the agreed date and time will lead to "F" Grade for either the Make-up Exam.
c) After taking the exam, the teacher must submit the updated Award List, Answer Book(s) and attendance sheet to the Exam Office.
d) The make-up examination fee shall be Rs. 2000/- per course for undergraduate studies and Rs. 3000/- per course for Graduate studies.

Student Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Registration No. CIIT/\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/WAH Programme: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Supporting documents (Medical Certificate / Death Certificate / etc.) must be attached with this form according to reason mentioned above.

Make-up examination Fee will be submitted only, after case will be approved from committee:

Amount Rs. \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Exam(s) Missing Details:

Table with 6 columns: S.#, Course Code and Title, Missing Date of Exam, Attendance, Teacher Name, Proposed Date & Time of Exam (by teacher). Rows 1, 2, 3.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_ Mob # \_\_\_\_\_

HoD Remarks: \_\_\_\_\_

Signature of HoD: \_\_\_\_\_ Date: \_\_\_\_\_

CMERRC decision: [ ] Allowed [ ] Disallowed

Remarks: \_\_\_\_\_

Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Exam Office Use Only

Exam Score after Make-up: \_\_\_\_\_

Final Grade Change From: "IW" (Incomplete Withdraw) or IF (Incomplete Failed) to \_\_\_\_\_

Update in CUonline, Result Notification, Award List and student file.

Signature of Exam Official: \_\_\_\_\_ Date \_\_\_\_\_ Signature of DCE: \_\_\_\_\_