



## MAKE-UP EXAM FORM

1. Students are responsible to contact the Instructor(s) to set-up the date(s) and time for the Make-up exam(s).
2. Instructors are responsible for administering, proctoring and grading all make-up exams (mid-terms and final exams, if any). For each Make-Up Exam, please use separate Form.
3. Eligibility to take a Make-Up Exam:
  - a) Student must contact the Instructor immediately Within **“three working days”** after the examination when (s)he has missed mid-term exam or final exam and to discuss with the faculty about the date and time to take the make-up exam.
  - b) Student must secure a “Make-Up Exam Form” from the department Office& fill-out the Form or from instructor website.
  - c) Student must secure the approval from the instructor for taking the Make-Up Exam.
  - d) Failure to take the Make-Up Exam at the agreed date and time will lead to a **“NG”** Grade for the Make-Up Exam, midterm or final.

### BACKGROUND INFORMATION

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

COURSE: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

ACADEMIC YEAR: 20\_\_/20\_\_ SEMESTER:  FALL  SPRING

WHICH EXAM YOU NEED TO MAKE-UP (PLEASE MARK):  MID-TERM EXAM  FINAL EXAM

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

### FOR INSTRUCTOR ONLY

INSTRUCTOR APPROVAL:  Yes  No

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
*Instructor Signature*

\_\_\_\_\_  
*Date*