



# Request for Make-up Supplementary Midterm Exam / Supplementary Final Examination

**PLEASE READ - ACADEMIC HANDBOOK: Section 13 Assessments, Examinations and Grading**

Students are required to complete a **Request for Make-up Supplementary Midterm Exam / Supplementary Final Examination** form at Student Services and provide supporting documentation (e.g. Medical Certificate). The student will be advised whether their request has been approved or rejected. If approved, the student must attend the next scheduled session.

A student who misses a Supplementary Midterm Exam or Supplementary Final Examination must apply for a make-up supplementary no later than five days following the due date of the midterm exam / final examination. Requests will not be accepted by Student Services after this timeframe.

**Supplementary Midterm Exam** sessions are held at ICMS on the Saturday following Week 4 and Week 8 and Tuesday of Week 12 of each term. **Supplementary Final Examinations** will be held during Orientation Week of the succeeding term.

**Attendance is compulsory and students who do not attend the session required, a zero grade will be awarded for the Supplementary Midterm Exam / Final Examination.**

Requests for late assignments, missed quiz's or oral presentations will no longer be accepted by Student Services. Application for late submission of an assessment can be made by obtaining a Request for Assessment Extension form, available from Student Services, no later than two days before the due date and the form must be submitted to the Unit of Study lecturer who will recommend for or against granting of extension. Assessments submitted after the due date and without proper approval will be subject to penalties as per Section 13.1.1 of the Academic Handbook.

Family Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Given Name: \_\_\_\_\_

Course Enrolled: \_\_\_\_\_

Contact no: \_\_\_\_\_

Email: \_\_\_\_\_

**DETAILS**

**Description:** \_\_\_\_\_

**Weighting (%):** \_\_\_\_\_

*(e.g. Midterm Test, Week 2 Test, Computer test)* **YOU MUST complete this correctly otherwise your request will not be processed**

**Subject code:** \_\_\_\_\_

**Subject name:** \_\_\_\_\_

**Date of missed Midterm Exam /Examination:** \_\_\_\_\_

**DETAILS OF ABSENCE**

**Details of reason for absence:** \_\_\_\_\_

**Supporting documentation:** Medical Certificate / Other (this must be submitted to meet with College Policy)

**Student signature:** \_\_\_\_\_

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

**[OFFICE USE ONLY]**

**Date received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Student advised approval**  Yes  No

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

**Faculty advised**  Date: \_\_\_\_\_