



Request for Make-up Midterm Assessment or Final Examination

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

Students are required to complete a **Request for Make-up Midterm Assessment or 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 Midterm Exam or Final Examination must apply for a make-up 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.

Midterm Exam sessions are held at ICMS on the Saturday following Week 4 and Week 8 and Monday of Week 12 of each term.

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 Midterm Exam / Final Examination.

Requests for late assignments 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 / Final 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: _____