



UNIVERSITY OF KAMALIA

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Application for Make-up Examination Mid / End Semester Fall/Spring/Summer _____

Name: _____ Regd. No. _____

Programme: _____ Semester: _____ Technology: _____

Problem/Reason: _____

Proof: **Attached:** ☐

Not Attached: ☐

Description of paper/s for Make-up Exam:-

Sr. No.	Subject Code	Subject Title	Paper Held on	Teacher's Name	Mid/End	Teacher's Remarks

Declaration: I _____ assure that I did not appear in regular exam of **End/Mid** semester Exam **Spring/Fall/Summer** _____ mentioned above paper/s.

Student's Signature: _____

Cell # _____

HOD Remarks _____

For Make-up Committee use only:

Allowed: ☐

Not allowed: ☐

Remarks: _____

Convener

Make up exam Committee:

Member

Member

Member/Secretary

Instructions for Make-up Examinations:

1. Make-up examination Fee (Rs. 1500/- Per Course) will be submitted only, after case will be approved from the committee.
2. If a student fails to appear in the Mid or Final Exam due to unavoidable circumstances i.e. death of blood relations (Parents, grandparents, brother or sister), Hospitalization due to severe illness or a severe accident which may require hospital stay. But otherwise complies with other course requirements such as attendance, completion of assessment activities, then on the recommendations of the course teacher and the student advisor.
3. Supporting documents (Medical Certificate (Issued from Government Hospital) / Death Certificate (Issued from NADRA Office) / etc.) must be attached with this form according to reason mentioned above.
4. Mid semester or final exam may be rearranged by University, only after the approval and determination of the modalities of the case.
5. The students who appear in the make-up examination will not be considered for the merit scholarship of that semester.
6. Any such exam if allowed shall be held within the 3rd week of that semester's final exam of which the student is defaulter.
7. Failure to take the Make-up Exam at the agreed date and time will lead to "F" Grade for either the Make-up Exam.