

## **ADC POLICY FOR MAKE UP EXAMINATION**

### **1. Makeup Examination**

**1.1. Midterm makeup examinations:** The committee will only entertain cases of makeup paper of mid term examination which are forwarded as per given criteria:

- 1.1.1.** The makeup paper of midterm examination is only allowed in the case of one's medical emergency, Accident case and the death of any immediate family member (i.e. Father, Mother, Brother and Sister & grandparents). In this case, the student is required to submit the death certificate of the concerned along with an application.
- 1.1.2.** The medical emergency is considered as the admission in the hospital for the treatment.
- 1.1.3.** The student has to submit the valid documents of medical emergency (i.e. admission/discharge slip, doctor prescription, medical tests (if any) and pictures of being admitted at the hospital) of the respective hospital along with an application.
- 1.1.4.** The pictures of the student, being admitted at the hospital, need to be submitted through an email at ([adc@iba-suk.edu.pk](mailto:adc@iba-suk.edu.pk)) to the secretary of academic disciplinary committee (ADC) within twenty four hours.
- 1.1.5.** The examination department may allow for makeup paper of the student who has clash between subjects in the midterm examination schedule. This permission is subject to the approval of the controller of examination after verification by the examination conduct branch.

**1.2.** All the allowed makeup paper will carry fees of Rs.2,000 per paper as processing fees.

**1.3.** The makeup paper is allowed to the student subject to the payment of makeup paper fees.