**HIGHER COLLEGES OF TECHNOLOGY**
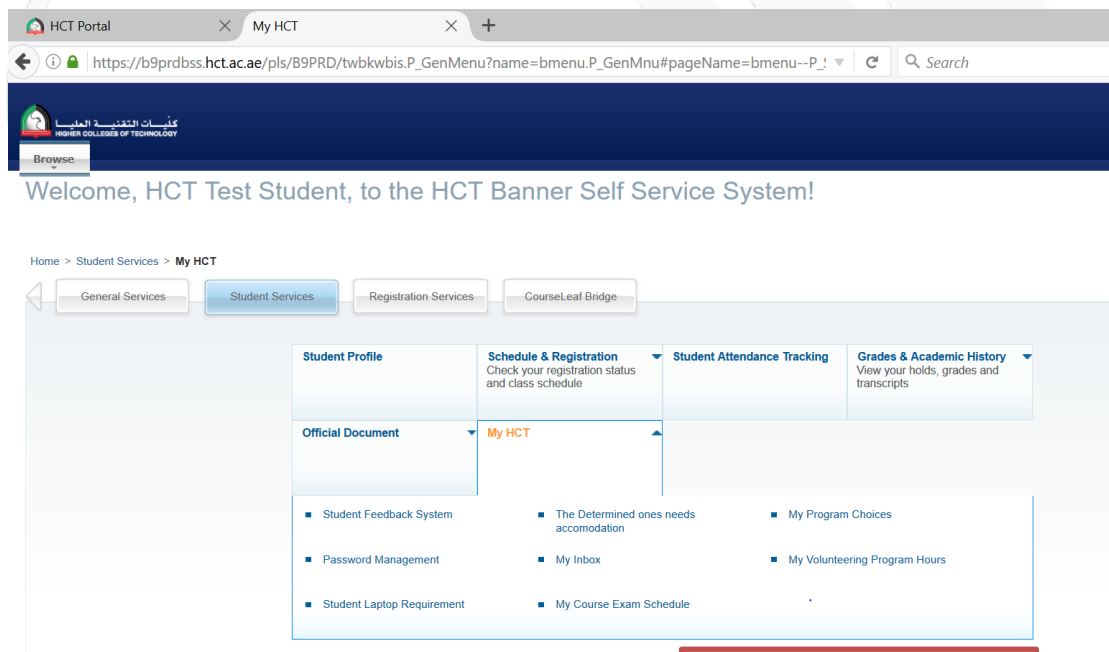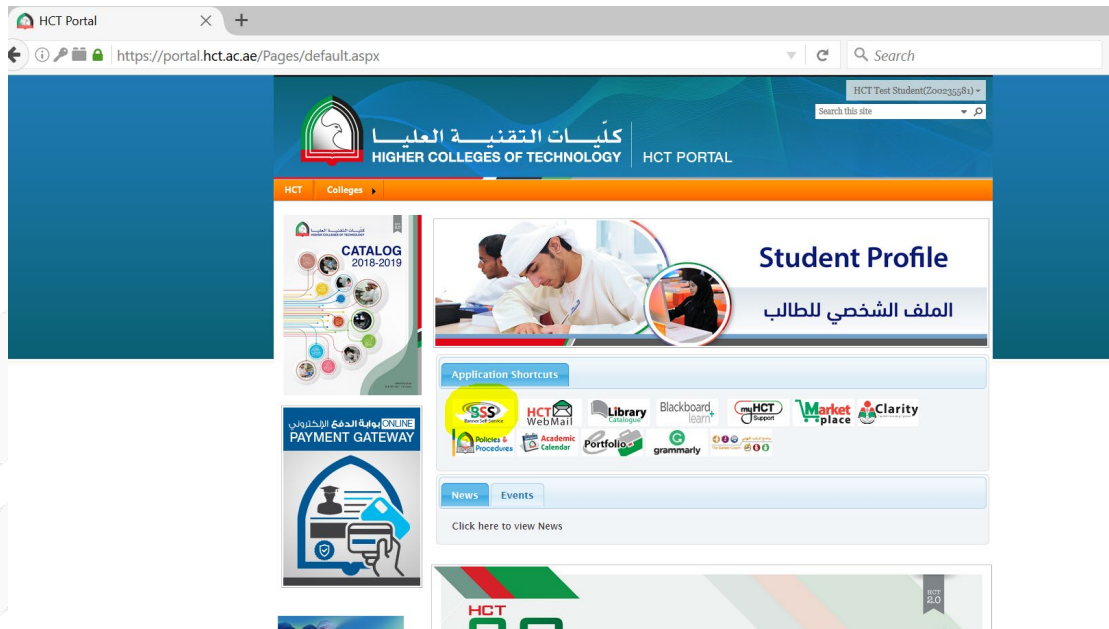
## MAKE UP EXAM APPLICATION – STUDENT SUBMISSION

1. Students can request for make-up exam online via **Portal - > BSS – Student Services - > My HCT - > Request for Make-Up Exam**

2. In the next screen, select the course/s for which the makeup exam needs to be requested, enter the reason and upload authentic and valid documents.

*Note: Entering reason and upload document is mandatory to submit for any selected checkbox row.*

3. Click on Submit button at the bottom. A confirmation message will be shown.
*Note: A course once selected and submitted will not be allowed to reselect and submit again.*

On successful submission, a confirmation email will be sent to the student with a carbon copy (CC) to your Campus Academic Service Supervisor.