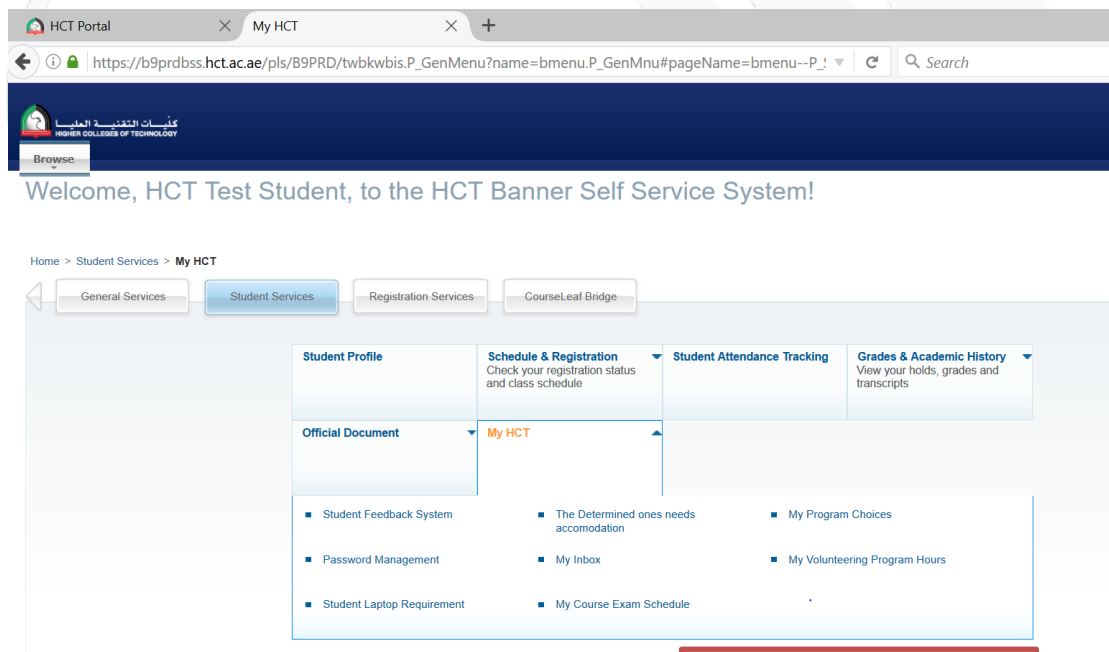
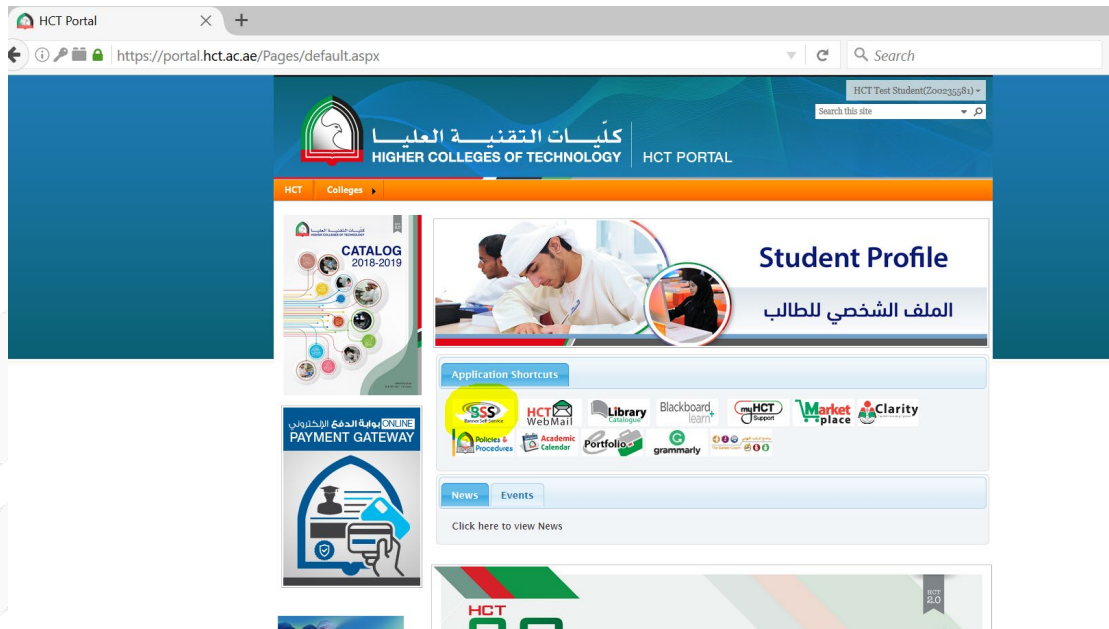





كليات التقنية العليا  
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## MAKE UP EXAM APPLICATION – STUDENT SUBMISSION

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





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Welcome, [Name] [ID] [Email]  
Logout  
Term - [Term]

### Make Up Exam Management

**Request for Make-Up Exam**

▼ Student Details

Semester :	[Semester]	ID:	[ID]
Name:	[Name]	Campus:	Dubai Men's College
Division:	Computer & Information Science	Level:	Undergraduate
Major:	CIS Common Year (CCMN)	Program :	CSCMN
Student Status :	Active Student	Advisor :	Louay Karadsheh

**Course and Exam Details**

Search:

Course Code	Course Title	CRN	CRN Campus	Instructor	Exam Date & Time	Grade Status	Select	Reason	Upload Evidence
CSF 2113	Programming for Infor Security	12904	DBM	Firoz Khan Palayullathil	13 Dec 2018 Time:-16:00 - 18:00		<input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>Enter text max 225 characters</small>	<a href="#">Upload</a>

- 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.**

- 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.