

John hall 104,

COVENANT UNIVERSITY,

Ota.

10th July, 2023.

DAPU,

COVENANT UNIVERSITY,

Ota, Ogun state.

Through HOD, CIS

*Recommended for
consideration
11/7/23*

REQUEST FOR MAKE-UP EXAM

Good day Sir,

I Belonwu Ronald Chiagozie, Department of MIS(21ch029949) Is writing to request for application of make-up exam, This is due to the incidence that happened during my CSC221 exam which commenced on Tuesday, 4th of July 2023, before the day of exam. Monday 3rd Of July 2023, I went for a chapel event called PRAISE CHAIN, which started by 6pm and ended by 7pm alongside my id card, so after the event I came to realize that my id card that was missing.so on Tuesday of 4th of July 2023. I had CSC221 exam by 8am-11am. I came to the exam venue very early, so when it was my turn to be signed in, my name was present in the attendance sheet, but because of my id card that is missing I was not allowed into the exam hall, so the invigilator told me to meet the HOD for written note, The HOD directed me to Student Affairs, when I reached their offices, they were not around due to Tuesday chapel service, so after the chapel service I met with SUB-DEAN and he said I should meet the HOD for the approval of the makeup, before I reached the HOD's office, time to enter the exam hall was already over.

Yours Faithfully,



Belonwu Ronald.