جامعة التقنية
والعلوم التطبيقية
University of Technology
and Applied Sciences

صحار
Suhar

APPLICATION FOR MAKE-UP EXAM

The application should be filled by student and submitted to the course instructor within three days of the exam.

1. Student and Exam Details:

Name: _____ **ID:** _____

Mobile No.: _____

Department: ☐ IT   ☐ Engineering

Course ID: _____ **Course Title:** _____

Course Instructor: _____

Exam Type: ☐ Midterm   ☐ Practical Test   ☐ FY Test   ☐ Other (Specify) ....

Exam Department: ☐ IT   ☐ Engineering   ☐ General Requirement   ☐ English

Exam Date: _____ **Exam Time:** _____

The reason for missing the original exam:

_____

(Evidence must be attached)

Student's Signature: ....

2. Course Instructor:

☐ **Acknowledgement**

Instructor's Name & Signature: ....

3. HoD's Opinion:

The submitted evidence is: ☐ Valid   ☐ Invalid

HoD's Signature: ....

4. The Dean's Decision:

☐ I approve the absent reason and hence the student is permitted for a make-up exam.
☐ I don't approve the absent reason and hence the student is unpermitted for a make-up exam.

Dean's Signature: ....

5. The Examination Committee Follow Up:

The make-up exam has been scheduled for the student to be as follows:

Day & Date: _____ **Time:** _____ **Exam Room:**

Head of EC's Signature: ....