National Textile University, Faisalabad

Application for Make-up Examination Mid / End Semester Fall/Spring/Summer_____

Name:_____ Regd. No. _____

Programme:_____ Semester:_____ Technology:_____

Problem/Reason:_____

Proof: **Attached:** ☐ **Not Attached:** ☐

Description of paper/s for Make-up Exam:-

Sr. No.	Subject Code	Subject Title	Paper Held on	Teacher's Name	Teacher's Remarks

Declaration: I_____assure that I did not appear in regular exam of End/Mid semester Exam Spring/Fall/Summer_____mentioned above paper/s.

Student's Signature:_____ **Cell #** _____

HOD Remarks _____

_____

For Make-up Committee use only:

Allowed: ☐ **Not allowed:** ☐

Remarks: _____

Convener
Make up exam Committee:

Member **Member** **Member/Secretary**

Instructions for Make-up Examinations:

- If a student fails to appear in the Mid or Final Exam due to unavoidable circumstances i.e. death of blood relations (Parents, grandparents, brother or sister), personal severe accident or illness (hospitalization) (onus of proof entirely on the student), but otherwise complies with other course requirements such as attendance, completion of assessment activities, then on the recommendations of the course teacher and the student advisor.
- Mid semester or final exam may be rearranged by University, only after the approval and determination of the modalities of the case.
- Any such exam if allowed shall be held with in the 3rd week of that semester's final exam of which the student is defaulter.