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:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Paper Held on</th>
<th>Teacher’s Name</th>
<th>Teacher’s Remarks</th>
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Declarations: 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.