Make-up Exam Registration for 2025 A Semester (A1/A2 Term)

Make-up exams for courses offered in the A Semester will be held in late April.
Courses that apply are Foreign Language courses *(Japanese)* and other Foundation Courses *(Mathematical Sciences/Material and Life Sciences/Information)*.
Criteria that apply are Criteria A and Criteria C.
Please note that Criteria C does not apply to Foreign Language courses *(Japanese)*.

●Procedures

Make-up Exams for Criteria A

Those acknowledged as having been absent from the Regular Exam due to illness, accident, or other unforeseen circumstances:

-Submit the "Make-up Exam (Absence) Request" form and **an official document such as a medical certificate** to the PEAK/GPEAK Section, Academic Affairs Division through the following application form.

Registration Period: April 1 (Wed) 11:00 AM ~ April 7 (Tue) 4:00 PM [Strictly observed]
Application Form: https://forms.office.com/r/Fht5iSAm4P

-A confirmation email will be sent to the email address you provide in the form, after submitting the form during the registration period.
Please note, this is just a receipt of your application, and not permission to take the exam.
If you do not receive the receipt by April 7, even after checking your spam folder and email settings, please send an email to the PEAK/GPEAK Section by noon April 8.
-If the uploaded image data of the official document is unclear or if there is any doubt, the PEAK/GPEAK Section will ask you to submit the original copy, so please be sure to retain the document.
-No applications will be accepted after the deadline. If there are circumstances that prevent you from submitting the document in time, please make sure to contact the PEAK/GPEAK Section during the registration period.
-Requests for a make-up exam will be screened based on the reason for your absence and your overall academic status. Students who are given permission to take make-up exams will be notified via email.
-Registration through UTAS is not required for Criteria A.

Note: For those who are applying for a make-up exam due to a transportation accident or delay, please contact the PEAK/GPEAK Section within two business days from the date the missed exam was held, regardless of the above period.

Make-up Exams for Criteria C

Those who were absent from the Regular Exams, or received a grade of "F/Fail":

Registration Period: April 1 (Wed) 11:00 AM ~ April 7 (Tue) 4:00 PM [Strictly observed]

Make a request via UTAS during the above registration period.

-After logging in to UTAS, click "Grade" > "Exam-Period Exam" > "Register for Make-up Exams". Then, tick the checkbox for the course you wish to register for and click the Register (or Confirm) button. Log out and reopen the registration screen and check if the course appears with a tick to confirm that you have completed your registration. **Be sure to keep a note of your registration details.**

-Those who received a grade of "F/Fail" and wish to take the make-up exam with Criteria C must register during the above registration period, even if they have submitted a request for grade confirmation.

-If you have any questions regarding registration, please contact the PEAK/GPEAK Section before the end of the registration period. No applications will be accepted after the deadline under any circumstances.

[IMPORTANT]

Be sure to check the "PEAK Academic Handbook" for information on which courses offer make-up exams and the maximum score for each criteria. Those who have registered for a course that is not eligible will not be able to take the make-up exam.

●Schedule

Submission of "Make-up Exam (Absence) Request" (Criteria A)	April 1 (Wed) ~ 7 (Tue) 4:00 PM	Application form
Registration for Make-up Exam (Criteria C)	April 1 (Wed) ~ 7 (Tue) 4:00PM	UTAS
Announcement of Screening Results (Criteria A)	April 14 (Tue) (provisional)	Email from PEAK/GPEAK Section
Make-up Exam	Late April (TBA)	

*The timetable for Make-up Exams will be announced in mid-April.

*For details on the Make-up Exams, refer to the PEAK Academic Handbook p.56-57.

January 2026

PEAK/GPEAK Section