

# Make-up Exam (Absence) Request

[Due to illness, accidents, etc.]

Name	
Student ID No.	
Year/Stream	Year: 1 / 2                      Stream: HS III / NS II
Phone No.	
Email Address	
Course to be Screened (Reason)*	Choose <u>one</u> from the followings: <input type="checkbox"/> Criteria A (Illness, accidents, etc.) [Max. Score: 75 points] <input type="checkbox"/> Criteria B (Other special reasons) [Max. Score: 50 points]
Total Number of courses to apply	_____ course(s)
Semester/Term	Year: 20_____ Semester/Term: S Semester • S1 Term • S2 Term A Semester • A1 Term • A2 Term

	Course Title <small>(Please use the margin for the fifth course and more.)</small>	Instructor's Name	Instructor's Signature <small>(Only needed for "Foreign Languages (Criteria B: other special reasons)")</small>
①			
②			
③			
④			
⑤			

**【Reason】** (You can attach separate/typed sheet if necessary.)

## **Applying for Make-up Exams if You Are Absent From the Exams Due to Illness, Accidents, etc.**

If you are absent from a Regular Exam, you may request to take a make-up exam. Check carefully for the necessary procedure for each criteria listed below, and fill out "Make-up Exam (Absence) Request" on the back. You must submit the form along with the Official documents (e.g. a medical certificate, traffic accident report) to the Academic Affairs Division by the specified deadline. You may not be allowed to take make-up exams for some courses, depending on your year of enrollment. For details, please check "PEAK Academic Handbook" and posts on PEAK bulletin board.

**【Criteria A】** Absent from the Regular Exam (Last-class exams and Exam-period Exams) due to illness, accident or other unforeseen circumstances

- (1) Submit this "Make-up Exam (Absence) Request" along with the official documents to the Academic Affairs Division by the specified deadline.
- (2) The request and official documents will be screened by the Junior Division Departments, and only those students with a valid reason will be given permission to take the make-up exam, and will be eligible for a score of up to 75 points. A list of students will be posted on PEAK bulletin board at a later date.
- (3) For those who are not permitted will take the make-up exam for Foundation Courses "Information," "Mathematical Sciences (Mathematics I, II)," "Material and Life Sciences (Introductory Physics, Introductory Chemistry, Earth Science, Life Science)," can register for the exam as Criteria C with the maximum score up to 50 points. In this case, you do not need to register through UTAS, it will be registered by staff of Academic Affairs Division.

**【Criteria B】** Absent from the Regular Exam due to special reasons other than Criteria A

(For Foreign Languages)

- (1) Receive the course instructor's signature.
- (2) Submit this "Make-up Exam (Absence) Request" along with Statement of Reason and Official written proof to the Academic Affairs Division, two weeks prior to the first day of the end-of-semester exam.
- (3) The request will be screened by the Foreign Language Department, and only those students with a valid reason will be given permission to take the make-up exam, and will be eligible for a score of up to 50 points. A list of students will be posted on PEAK bulletin board at a later date.