

2020/ /

To instructors of courses intended for make-up exams

Dean, College of Arts and Sciences  
The University of Tokyo

## Guidelines for Make-up Exams A Semester 2019

The make-up exams will be held as follows. Please prepare exam papers and exam related materials.

### 1. Make-up Exam Timetable -A Semester-

Date/ Exam start time	8:40 AM	10:35 AM
April 22 (Wed)	<b>Specific timetable will be confirmed at a later date.</b> PEAK Foreign Language (Japanese), Mathematics I① (PEAK), Mathematics II①(PEAK), Life Science (PEAK), Earth Science (PEAK), Information (PEAK)	
April 23 (Thu)		
April 24 (Fri)		

### 2. Eligible Examinees

- For PEAK Foreign Languages (Japanese): Students who were absent from Regular Exams due to illness, accidents, other unforeseen circumstances, or special reasons.
- For Courses of Mathematical Sciences, Material and Life Sciences, Information:
  - Students absent from their Regular Exams, or who received a grade of “F/Fail” for A Semester.
  - Students who were absent from Regular Exams due to illness, accidents or other unforeseen circumstances.

### 3. Deadline for Submitting Make-up Exam Papers

**April 15 (Wed) noon [strictly observe the deadline]**

Please bring a camera-ready copy of exam papers to PEAK/GPEAK Section.

The make-up exams will be held as follows:

- ① Exam duration: 60 minutes (Foreign Languages, Information),  
90 minutes (other courses)
- ② Select the type of answer sheets from the following three options:
  - 1 sheet (1 sheet of B4, printed on both sides)
  - 2 sheets (2 sheets of A4, printed on both sides, leaflet type)
  - 3 sheets (3 sheets of A4, printed on both sides, leaflet type)

If you do not indicate your choice, 1 sheet (1 sheet of B4, printed on both sides) type will be provided.

- ③ Calculation sheets are 1 sheet of B4 size if necessary.
- ④ **NO exam-related items allowed in make-up exams.**

#### 4. Deadline for Registration of Grade Reporting

**May 7 (Thu) noon [strictly observe the deadline]** ([Register on UTAS](#))

Please give a grade evaluation with a maximum score of 100 points. The grades will be adjusted to a maximum score of 50 points (75 points in case of illness or accidents) by the Academic Affairs Division. (Points exceeding the designated maximum scores will be cut off.)

#### 5. Exam Invigilation

Invigilation will be done by 1 instructor selected from the relevant Junior Division department [*bukai*] and 1 staff person from Academic Affairs Division per room. Questions from students will be taken care of by the invigilating instructor, or another instructor arranged to take care of the questions.

<Notes: periods of procedures for students>

- ◆ Registration for Make-up Exams: **April 2 (Thu) - April 6 (Mon)**
- ◆ Notification of Grade (after Make-up Exams): **May 13 (Wed)**
- ◆ Submission of Grade Confirmation Request: **May 13 (Wed) ~ 14 (Thu)**