

Make-Up Exam Policy

Regulations set within this institute, requires all students to attend the regular exams. Exceptions are applied to those who are authorized and qualified to take the official make-up exam.

Please carefully refer to the information set below.

A. Excuse(s) to request a Make-Up Exams.

Exemption and justifiable excuse(s) which the examination committee will take into consideration when absent from exam(s).

B. Important notes.

Reasoning and required documents.

C. Procedure of make-up request.

Please submit the Make-Up Exams application by scanning or clicking the QR code below.

A. Excuse(s) to request a Make-Up Exams:

1. **Medical reason:** Hospital admission.
2. Documented mental illness.
3. **Accompanying a patient** who is supported (cared for) by the student.
4. **Detained by the authorities.**
5. **Death of a relative:** The deceased must be a first-degree relative, and a death certificate is required as proof (must be attached as supporting document).
6. **Traffic accident:** it must be at the time of the exam, and it must be recorded in the traffic report and proof of ownership of the car must be brought as proof.
7. If you require a make-up exam due to a conflicting exam/class schedule with a regular exam; you are required to submit all supporting documents **at least 2 weeks** before the scheduled exam(s).
8. **Unforeseen circumstances:** It is impossible to anticipate all occurring possibilities; therefore, in exceptional cases (events not covered above), please contact your instructor and explain the problem in full (you should be prepared to provide a written statement if necessary).

Your instructor and the examinations committee will evaluate the reasons that you have given and come to a decision.

B. Important notes:

1. **Submitting incorrect or a false excuse will result in a referral to the disciplinary committee and the penalties stated within the disciplinary regulations will be applied to the individual.**
2. Make-up exams will not be given to accommodate travel plans.
3. Please note that there is no re-taking of exams; students cannot re-take exams for any reason (e.g. If a student takes an exam while ill, they cannot request to re-take the exam at a later date towards a better grade).
4. Audit notices or reports issued by private dispensaries and medical centers are not accepted.
5. **Hospitals, government health centers, or private hospitals (admissions/visit):** You must provide a sick leave report approved by the medical authority.

C. Procedure of make-up request:

- Scanning or clicking the QR code

