



APPLICATION FOR MAKE-UP EXAMS FORM

A. Student Information (To be completed by the student)

Student ID No: _____ First and last name: _____

Phone No: _____ Email: _____

B. Exam Information

Instructor's first and last name: _____ Term: Fall...../Spring.....

Course Code: _____ Course title: _____ Group: _____

Missed Exam date: _____

Reason for missing the exam: (explain as fully as possible- use reverse side if needed)

Documentation attached: No Yes, provided by _____

I pledge that all of the information contained on this form is true to the best of my knowledge. I understand it is my responsibility to submit this form to my instructor as outlined above and that I am not guaranteed a makeup exam.

Student Signature: _____ Date: _____

C. Instructor Response (To be completed by the instructor only)

Permission for makeup exam is: Granted Denied

InstructorName : _____

Instructor Signature: _____ Date: _____



APPLICATION FOR MAKE-UP EXAMS FORM

D. English Preparatory School Director's Response Result:

Director's Signature: _____ Date: _____

MAKE-UP POLICY

- There will be no make-up options for the **in-class assignments** or **pop quizzes**.
- Students who miss the **midterm or final exam** with **legitimate excuses** are eligible for a make-up exam during the same academic term. Students should apply to the English Preparatory School *within **three days** of the scheduled exam*. To apply for a midterm or final make-up exam, students must obtain an **"Application for Make-up Exams" form**, attach supporting documents (e.g., medical report), and obtain the course instructor's signature. Completed forms must then be submitted to the English Preparatory School Secretary. *Students are responsible for checking with the English Preparatory School for the make-up exam schedule.*