

## Application for Absence from Examination(s)

**Programme:** (Please tick the appropriate box)  Associate Degree / Diploma in Foundation Studies  Higher Diploma

### **Notes and Application Procedures:**

- 1) No make-up examinations will be given to students who have attempted the examinations for the courses.
- 2) Students who wish to apply for absence from examinations should submit an application form with an non-refundable application fee of HK\$300 per course together with the original copies of any relevant supporting documents to the College Office **within 5 working days after the examination date of the course(s) concerned, excluding Saturdays, Sundays, Public Holidays and School Holidays.** Please refer to the student notice for the application deadlines set for respective examination dates.
- 3) Late application or application without payment / original copy of documentary evidence will NOT be processed.
- 4) Any medical certificates provided should be issued following an **in-person consultation** by registered doctors (註冊西醫) or Chinese medical practitioners (註冊中醫) in Hong Kong. **The date(s) of sick leave granted must include the examination date of the course(s) concerned.** Medical certificates issued by registered Chinese medical practitioners should include the full name and the HKID number of the patient as well as the name and registration number of the attending practitioner. **Medical certificates issued by Listed Chinese medicine practitioners (表列中醫) will NOT be accepted.**
- 5) The College may contact the relevant parties to seek clarification/confirmation/verification of all the information provided in this application including supporting document(s).
- 6) The use of forged document(s) as evidence of fitness/sickness is a criminal offence and is liable to prosecution under the laws of the Hong Kong Special Administrative Region. The College may take disciplinary action against the students concerned in accordance with the nature and seriousness of the offence. Penalties imposed on students may be recorded in the transcript of students' academic records.
- 7) The application will be considered by the College's Board of Examiners whose decision is final. However, for courses offered by the HKU Faculty of Science, the application of make-up examination will be considered by both the College's Board of Examiners and the Faculty of Science and the decision made will be final.
- 8) The make-up examination results will normally be released within six weeks after the make-up examinations.
- 9) The application results will be posted on the Learner Portal. Applicants should check the Learner Portal regularly for the announcements.
- 10) Students will only be permitted to **take the make-up examination of the same course ONCE** during the period of registration of their respective programmes. No further make-up examination will be arranged for students who are absent from the approved make-up examination of the same course, and they will receive a "Fail" grade for the course concerned.
- 11) Applicants are advised to keep a copy of the completed form and supporting document(s) for their own records.

### **I. Student Particulars**

Name (Surname first) : \_\_\_\_\_ (in English) \_\_\_\_\_ (in Chinese) \_\_\_\_\_  
Student No. : \_\_\_\_\_ Year of Study :  I  II \_\_\_\_\_  
Programme of Study : \_\_\_\_\_  
Contact No. : (Home) : \_\_\_\_\_ (Mobile) : \_\_\_\_\_  
*\*Please tick the appropriate box.*

### **II. Information of Examination Course(s)**

Course Code	Class No.	Course Name	Exam Date (DD/MM/YY)	Course Lecturer

**III. Reason(s) for Absence(s):** \_\_\_\_\_  
\_\_\_\_\_

### **IV. Declaration**

I hereby declare that I fully understand the notes above, and that all the information, including any supporting documents, provided in this application is complete and true to the best of my knowledge. I also authorise the College to obtain, and the relevant parties to release, any information related to this application.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_