

# COMSATS Institute of Information Technology

## Lahore Campus

### MAKE-UP EXAMS Request Form

**To be filled by the Student (Please fill all fields having \* and attach required documents):**

Exams Type:  1<sup>st</sup> Sessionals  2<sup>nd</sup> Sessionals  Midterm Semester:  Fall-20\_\_  Spring-20\_\_

\*Registration. No.: \_\_\_\_\_ \*Name: \_\_\_\_\_

\*Degree Program/Batch: \_\_\_\_\_ \*Department: \_\_\_\_\_

\*Course Title: \_\_\_\_\_ \*Resource Persons/Teacher Name: \_\_\_\_\_

\*Reason for apply: \_\_\_\_\_

1. Please attach original paid challan receipt (**Rs. 2000/- Per Course for Undergraduate Programs and Rs. 3000/- Per Course for Graduate Programs**) after getting the approval of concerned HoD/Incharge.

2. This form can only be used for make up examination of 01 course only, attach separate form if you want to apply for more than 01 course.

3. Also attach the evidentiary documents like Medical Certificate in case of illness or Marriage Ceremony Card in case of marriage of your brother/sister.

\*Date: \_\_\_\_\_ \*Student's Signature: \_\_\_\_\_

### HOD/Incharge's Approval

\*Department: \_\_\_\_\_ \*HoD/Incharge Name: \_\_\_\_\_

Either request for make-up exams is  Approved or  Not Approved (Please tick with ✓)

Remarks(if any): \_\_\_\_\_

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

### To be filled by the Resource Person

Kindly fill the following fields if student's request is approved by the head/Incharge of the academic department;

Exams Date: \_\_\_\_\_ Exams Time: \_\_\_\_\_ Exams Place: \_\_\_\_\_

Remarks(if any): \_\_\_\_\_

[Please note make up exams should be conducted within 10 days from the conduction of regular exams]

Date: \_\_\_\_\_ Resource Person Name: \_\_\_\_\_ Resource Person Sign: \_\_\_\_\_

### Note for DCO

This request form should be submitted to examinations department along with the following documents;

- Award list  Attendance Sheet  Sealed envelope of solved answer books  Copy of Question Paper
- Original fee receipt of Rs. 2000/- Per Course for Undergraduate Programs and Rs. 3000/- Per Course for Graduate Programs

### For Examinations Office Only

Control No: \_\_\_\_\_ Received by(Name & Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Previous Status on Attendance Sheet: \_\_\_\_\_ Obtained/Total Marks: \_\_\_\_\_

Marks Uploaded on System by (Name & Signature): \_\_\_\_\_ Date: \_\_\_\_\_