



# National Textile University, Faisalabad

Application for Make-up Examination Mid / End Semester Fall/Spring/Summer \_\_\_\_\_

Name: \_\_\_\_\_ Regd. No. \_\_\_\_\_

Programme: \_\_\_\_\_ Semester: \_\_\_\_\_ Technology: \_\_\_\_\_

Problem/Reason: \_\_\_\_\_

Proof: **Attached:**

**Not Attached:**

Description of paper/s for Make-up Exam:-

Sr. No.	Subject Code	Subject Title	Paper Held on	Teacher's Name	Attendance Percentage till Scheduled Exam Date	Teacher's Remarks

**Declaration:** I \_\_\_\_\_ assure that I did not appear in regular exam of End/Mid semester Exam Spring/Fall/Summer \_\_\_\_\_ mentioned above paper/s.

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

**Cell #** \_\_\_\_\_

**HOD Remarks** \_\_\_\_\_

**For Make-up Committee use only:**

**Allowed:**

**Not allowed:**

**Remarks:** \_\_\_\_\_

**Convener  
Make up exam Committee:**

**Member**

**Member**

**Member/Secretary**

**Instructions for Make-up Examinations:**

1. Make-up examination Fee (Rs. 1500/- Per Course) will be submitted only, after case will be approved from the committee.
2. If a student fails to appear in the Mid or Final Exam due to unavoidable circumstances i.e. death of blood relations (Parents, grandparents, brother or sister), Hospitalization due to severe illness or a severe accident which may require hospital stay. But otherwise complies with other course requirements such as attendance, completion of assessment activities, then on the recommendations of the course teacher and the student advisor.
3. Supporting documents (Medical Certificate (Issued from Government Hospital) / Death Certificate (Issued from NADRA Office) / etc.) must be attached with this form according to reason mentioned above.
4. Mid semester or final exam may be rearranged by University, only after the approval and determination of the modalities of the case.
5. The students who appear in the make-up examination will not be considered for the merit scholarship of that semester.
6. Any such exam if allowed shall be held within the 3<sup>rd</sup> week of that semester's final exam of which the student is defaulter.
7. Failure to take the Make-up Exam at the agreed date and time will lead to "F" Grade for either the Make-up Exam.