

Form E8

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF EXAMINATIONS

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PROFORMA FOR MAKE-UP EXAMINATION REQUEST

This form is meant for those who missed to appear for Quiz I/Quiz II/Mid Sem/End Semester Examinations due to Illness/ Family Calamity/On-duty.

Name of the student:

Roll No.:

Details of Make-up Examination(s) requested:

Course Code	Course Name	Missed examination				Dates of missed exam.	Reason for missing the exam.	Course Faculty	Signature of course faculty
		Q1	Q2	MS	ES				

Date:

Signature of the student

For Office Use

Received on:

Recommended/Not recommended

Approved / Not approved

PIC (Exam.)

Dean (Academic Affairs)

Note:

- A student who misses both quizzes and End-semester examination in the same course is eligible for make-up only for End-Semester examination and zero marks shall be awarded for the quizzes.
- A single form shall be submitted for all the missed quizzes and End Semester Examination by a student.
- All valid supporting documents should be enclosed with this form.

Rules Regarding Make-up Examination

In accordance with the Institute's Ordinance Resolution No. **R.18.0**

R.18.1 Students who have missed the quizzes or end-semester examinations for valid reasons are eligible for a make-up examination. Only one make up examination for a particular course in a semester is permitted. Student who has missed quiz(s) and the end semester examination in the same course due to genuine reasons like illness etc. may be permitted to write make-up examination for the missed End-Sem Examination only. They should make an application to Dean Academic Courses / Examination Cell within ten days from the date of the examination missed explaining the reasons for their absence. Applications received after this period will not be entertained.

R.18.2 Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness.

- Students residing in the Hostels should produce a Medical Certificate issued by the Chief Medical Officer of the Institute that he / she was admitted in the Hospital during the period of the missed quiz / examination.
- Students residing in the Hostels and taking medical consultation with outside Doctors are required to obtain written permission from the Medical Officer, of the Institute Hospital before they proceed for consultation.
- Students residing in the hostels but taking medical consultation with outside Doctors are required to obtain an endorsement on the certificate of treatment by the Medical Officer of the Institute Hospital.
- A student staying outside the Campus permanently / temporarily must produce a medical certificate from the Registered Medical Practitioner and the same should be duly endorsed by parent / Guardian.
- Other documents related to the treatment (such as Prescriptions, bills of medicine etc.) might be asked to support the application for the medical leave.

R.18.3 A single make-up examination will be held about two weeks after the end-semester examination for those who are permitted to take make-up examination