

Retake Examination Application Form (All Programs)

Name: _____ Registration No: _____

Program: _____ Section: _____ Semester: Fall Spring Summer Year: 20-

Course Name	Instructor Name	Midterm	Final	Regular Exam held Date
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Student Signature _____

Date _____

1	Exam Attendance Status			Class Attendance Status		
	Midterm	Final	Remarks	Total Classes	No. Absents	No. Present
Sr.1	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sr.2	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sr.3	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sr.4	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sr.5	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examination Office _____ ASO Office _____

2 Reason for Retake : *According to given Policy (Details in Student Hand Book)*

1 Absence due to serious illness/accident/hospitalization :

2 Death in immediate family:

3 Hajj:

Supporting Documents Attached (Mandatory)

Remarks by PM :

Semester Status Open Closed Verified & Approved Not Approved _____ Program Manager

Remarks by HOD :

Approved Not Approved _____ HOD

4 Case of forced majeure*: (Details in Student Hand Book)

Reason : _____

_____ Verified by: PM _____ Recommended for Approval: HOD _____ Approved by : HOC

3 **Finance Clearance:**

Retake Examination Fee: Rs.5000/- per course /per exam

Remarks: _____

_____ Sign & Stamp Finance Office

For office use only

Examination Office

Retake held date: _____

Remarks: _____

_____ Examination Office

1.6.5. Examination Retake (Deferral)

- a. Please note the distinction between a Retake examination and a Re-sit: Retake (deferral) means that when a student misses taking an exam he/she takes the exam at a rescheduled date (with a new question paper); re-sit exam means that the student takes the same exam twice, which is not practiced in SZABIST University. An exam retake, subject to permission of the relevant Program Manager, and HOD is only possible in the following cases, with required documentation:
- i. **Absence due to serious illness/accident/hospitalization:** Signed and stamped Medical certificate of a specialist consultant (not General Practitioner) on printed letterhead, or a hospital discharge letter.
 - ii. **Death in immediate family:** Death certificate/obituary note is required or any other such document which may serve the purpose.
 - iii. **In case of forced majeure** i.e., any unforeseen circumstances, the student may be allowed to appear in retake only in special circumstances where the authority deems that the student was unable to take the exam due to unavoidable circumstances the approval in this case will be given by the V.P. academics/Head of Campus upon the recommendation of the Registrar/Head of Department. In all such cases the student is required to produce any other document / evidence as asked by the examination department wherever the department deems it necessary.
 - iv. **Hajj:** Copy of passport and ticket is required.
- b. **Examination retake fee** of Rs. 5000/- will be charged for any examination that is arranged separately. However if a student is assigned to take an exam with another section of the same course with same faculty, no retake fee will be charged but in such case it is obligatory for the student to present to the invigilator a hard copy of the approval(application) given by the relevant Program Manager.
- Please note that there is no provision of advance / early (pretake) exam for any student.**