



MEMORANDUM

Department/Section

No. Date

Subject Student Absences from Examination

To Head of Department

Regarding the examination:

- ☐ Mid-term First Semester ☐ Mid-term Second Semester
☐ Final First Semester ☐ Final Second Semester

For the course

Exam Date Time Room No.

It appears that there are students absent from this examination, as follows:

Name	ID No.	Reason	
		Not Present	Arrived more than 30 minutes late
1.			
2.			
3.			

Therefore, this is for your information.

.....
(.....)

Instructor/Invigilator

To: Head of Course (Instructor)

For your information.

.....
(Head of Department)