



Request for Make-up Examination Due to Student Absence

Written at

Date Month B.E./A.D.

To: Head of Department Through Head of Course

Respectfully, I, Mr./Ms./Miss

Student ID No. A Year student, was absent from the examination
for the course

Which was held on Month B.E./A.D. Time

Due to

Along with this, I have attached evidence/documents:

I wish to request a make-up examination for the course

Therefore, I kindly request your consideration.

Sincerely,

.....
(.....) Student

Advisor's Opinions

.....

Signature.....

(.....) Advisor

To: Head of Department of

Subject: Request for Make-Up Exam Scheduling

It is deemed appropriate to schedule a make-up exam
on..... Month..... B.E./A.D.....Time

It signifies that the
information has been received and
it's deemed appropriate to proceed
with the necessary steps.

Therefore, this request is submitted for your information
and approval.

Signature.....

(.....)

Course Coordinator/Instructor

Signature.....

(.....)

Head of Department