

Make Up Examinations

A student may request a make up examination for a final examination if he or she is hospitalized on the day of the examination and can produce medical certification to confirm their illness; or suffered a death in his or her immediate family (that is, parent, legal guardian, spouse, children or siblings).

Make-up examination request form must be submitted to the Academic Dean/Executive Director for approval. The approved form with proof of payment should be submitted to the Registrar's Office. All requests must be made within twenty four (24) hours of the scheduled final examination. Make up examinations must be sat within the next regularly scheduled examination period.