

University of Management and Technology

Petition Form for rescheduling of midterm exams

Instructions:

- Form must be filled in completely
- Supporting document as an evidence is mandatory
- Participant shall submit the form to the batch advisor **within three working days of missed examination**
- On approval the paper can be conducted within two weeks of the scheduled examination and it will be coordinated by the Controller of Examinations in consultation with the instructor(s).
- The concerned department shall provide a copy of Question paper with approved petition form to the Office of Controller Examinations at least 2 working days prior to the exam
- On missing the rescheduled exam, the participant must not be provided with further chance to appear for the same.

Participant Information

Name: _____ ID No: _____

Contact Number: _____ email: _____

Reason of not attending the examination: _____

Participant's Signature _____ Date _____

Course Information

Program: _____ Course Title: _____ Section: _____

Course Code: _____ Course Instructor: _____

Semester & Year in which Course is enrolled: Spring _____ Fall _____ Year: _____

Missed exam Scheduled Date: _____

Faculty Information

This section must be completed by the course Instructor/Batch Advisor/Chairperson

Course Faculty Name: _____ Phone Number: _____ email: _____

Midterm makeup examination to be held on: Day _____ Date _____ Time _____

Date on which instructor will provide copy of question paper to the office of Controller Examinations: _____

(Must be at least 2 working days prior to the exam)

Course Instructor Signature: _____ Date: _____

Approval Information

Decision:	Approved	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
		Advisor name & signature with stamp: _____		
Date of Approval	COD Sign:	_____		