

C. Unit: SPECIAL EXAMINATION CONSIDERATION TABLE 1

Table 1

S/N	Unit Code	Unit Name	Nature of Assessment e.g. End term exam	Scheduled due date	% Weighting e.g. 60% or 70%	Unit Lecturer
1.						
2.						
3.						
4.						
5.						
6.						

Student Signature: _____ Date _____

Consideration

Special consideration for a major assessment item or examination MUST BE applied NOT LATER than five (5) working days after the date of the assessment or examination.

Note 1: Applications made on medical grounds must be accompanied by a medical certificate.

Note 2: Applications made on psychological/trauma grounds must be accompanied by a counselor certificate.

Note 3: A grade of SPE means that your special examination will be administered centrally by the Examinations, and it will be held in the next trimester's examination period.

Note 4: Failure to attend a Special Examination as arranged, the student shall be required to register for the unit again which is to be paid for [re-take]

Note 5: Incident Number [is recorded in the Special Examination Register in the custody of the Dean or Head of Department]

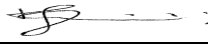

Administrative Only

Approved by: Head of Department/Faculty

Name _____ Signature _____ Date _____

Approved by: Academic Registrar

Name _____ Signature _____ Date _____

Activity	Responsibility	Signature	
Prepared by:	Management Representative		22/06/2015
Approved by:	Vice Chancellor		22/06/2015