



Office use only

Request no. /
Officer
Received ... / ... /

REQUEST FORM FOR EXAMINATION RESCHEDULING

Written at
Date:

Subject: **Request for examination rescheduling**

No. of Enclosure(s) Medical Certificate issued at No. of Medical Certificate.....
 Others (please specify)

Dear Dean of Faculty of Science,

(via Deputy Dean for Educational Innovation and Salaya/ Deputy Dean for Education and Student Affairs)

I, (Mr./ Miss) am an undergraduate student at Faculty of Science, Mahidol University.

Year: Major: Student I.D.

Academic advisor's name:

Student's contact information:

No. of credits enrolled for semester...../20.....=credits

Mobile phone no.:

Cumulative GPA: The cumulative GPAs have not been reported.

E-mail:

Course information:

Midterm exam Final exam First semester Second semester Summer session in the academic year.....

I require examination accommodation for the following:

Course code	Course title	Date of missed examination	Course code	Course title	Date of missed examination
	/...../.....		/...../.....
	/...../.....		/...../.....

Reason for the rescheduled request:

..... (Student's signature)
(.....) (Student)
Date/...../.....

PROCESS FLOW	
<p>(1) <input type="checkbox"/> Academic advisor/ <input type="checkbox"/> Director of the International B.Sc. Program in I, (Lect./ Asst. Prof./ Assoc. Prof./ Prof.) confirm that the information given in this request form is true and accurate. (.....) Date/...../.....</p>	<p>(3) Dear Head of Department/ School of For your perusal and actions. Please send the final decision on the request to <input type="radio"/> Deputy Dean for Educational Innovation and Salaya <input type="radio"/> Deputy Dean for Education and Student Affairs by no later than (date)...../...../..... (.....) Date/...../.....</p>
<p>(2) (Officer) Request form reviewed and checked by the officer <input type="checkbox"/> Document(s) enclosed <input type="checkbox"/> No document(s) enclosed <input type="checkbox"/> Request submitted before the examination <input type="checkbox"/> Request submitted no later than 3 working days after the examination <input type="checkbox"/> Request submitted more than 3 working days after the examination (.....) Date/...../.....</p>	<p>(4) Dear <input type="radio"/> Deputy Dean for Educational Innovation & Salaya <input type="radio"/> Deputy Dean for Education & Student Affairs <input type="checkbox"/> Absent from examination without good cause. Thereby, the examination score is subject to a zero. <input type="checkbox"/> Permit student to reschedule the examination by 30% penalty deductions of obtained scores <input type="checkbox"/> Permit student to reschedule the examination without any penalty deductions, according to approval of the following Committee appointed by Department/School: 1. 2. 3. (Head of Department/ School of) Date/...../.....</p> <p>Remark: <input type="radio"/> Exam to be rescheduled on/...../..... (date) at(time and place) <input type="radio"/> Student must contact</p>
<p><input type="radio"/> In case of the SC student requesting for an examination rescheduling from other faculty's classes/ institutes, the officer must make a notification with enclosure(s) to Course Coordinator/ Instructor.</p>	<p>(6) (Officer/ Department/ School) The result of consideration is notified to student by phone or dated on/...../..... Time Signature</p>