

Request to postpone or miss examination

Date	:	
Name of Student	:	
ID Number	:	
Phone Number	:	
Course	:	
Name of Instructor	:	
Reason (s)	:	
Request detail	:	
Agreed arrangement (e.g. date, time, place)		
Student's Signature		
Approved by		
Instructor	:	Date :
BBA Director	:	Date :
NOTE Instructors must personally arrange the evamination		

NOTE Instructors must personally arrange the examination and marking