



DEPARTMENT OF COMPUTER SCIENCE UNIVERSITY OF PESHAWAR

No. 02/DCS/ME

Phone: 091-9216732 Email: dcs@uop.edu.pk

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Requirement for Makeup Exam

It is notified for the information of the student that makeup exam is taken under special circumstances. There is no makeup exam for **failed students**. Therefore, all the students should know the following rules regarding makeup exam. In future, if any student is applying for the makeup exam, he/she should follow the following rules.

1. The only reason of missing exam is the following
 - a. Emergency Medical reason
 - b. Out of country due to participation in the conference or sports with the prior permission from the department.
 - c. Death of an immediate family member such as father, mother, brother and sister.
2. The reason of missing a paper should be supported by a proof that can be verified.
 - a. In case of medical reason, the prescription should be signed and stamped by a Doctor by name along with the phone number. The doctor will be contacted to confirm the illness of the student. Mere emergency prescription is not acceptable.
 - b. In case of death of a family member, death certificate from NADRA should be submitted as proof.
 - c. In case of overseas departure, prior permission from the department should be taken.
3. The CNIC of the student along with his/her parents should be submitted with the application. The application should be signed by the parents as well.
4. The phone number of parent should be provided so that they may be contacted to confirm the student's claim.
5. The attendance of the student in the course should not be less than 75%. It is absolutely mandatory. If the attendance is less than 75%, such student will not be allowed in the makeup exam.
6. The application must be submitted within two (02) days after the end of the exam.
7. All the dues should be cleared including semester and examination fee.
8. The application for the makeup exam should contain the following 7 items
 - i. Application specifying the reason of missing a paper
 - ii. Signed by the student and the parent.
 - iii. Proof of the claim that can be verified.
 - iv. Copy of CNIC of the student and his/her parent.
 - v. Contact number of parents.
 - vi. Attendance record signed by the concerned teacher in the course.
 - vii. Clearance of all dues including Semester fee and Exam fee.
9. Application not complete as mentioned above will be considered incomplete and invalid. Such students will not be allowed for the makeup exam. Instead, such student will repeat the exam when the course is offered next time.
10. Double examination fee will be paid by the student for the makeup exam.