



## Make-Up Examination Request Form

The Office of General Education, King Mongkut's Institute of Technology Ladkrabang

Request No. .... Semester ..... /.....
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Date ..... Month .....Year .....

**Subject: Request for Make-Up Examination**

**To: Director of the Office of General Education**

- Attachments/Supporting Documents:
1. Copy of Student ID Card/Copy of National ID Card
  2. Medical Certificate/Supporting Documents.....

I am (Mr./Ms.) ..... Student ID Number.....

Year ..... Faculty/ School/ College..... Program.....

Phone Number.....Email Address.....

I would like to request a Make-up Exam in the course; Course Code.....

Course Title..... Section.....

Instructor Name.....

According to the original exam schedule on Date ..... Month .....Year .....Time .....

Due to:

- I was sick/was involved in an accident (A medical certificate from a hospital is required. The certificate must specify the reason the student was unable to take the exams.)
- I took part in or competed in a national-level academic or activity event (A certification from schools/faculties/offices of the institute is required)
- My parents, or siblings have died, been involved in an accident, or are ill, and I am required to stay and assist (Supporting documents are required).
- Other reason.....

I hereby submit this for your kind consideration.

I hereby certify that the above information is correct and truthful in every aspect.

Student's Signature.....

(.....)

1) Officer's Record	2) Instructor/Course Coordinator's Comments	3) Director's Comments
Received the request on ..... / ..... / ..... Time ..... Action ..... ..... Signature..... (.....) Position.....	..... ..... Signature ..... (.....) Instructor/Course Coordinator Date ..... / ..... / .....	<input type="radio"/> Approve <input type="radio"/> Not Approved due to..... ..... Signature..... (.....) Position..... Date ..... / ..... / .....

## Steps for submitting Make-Up Examination Request Form

The student can request the form at the service counter at the Office of General Education or download it from [www.GenEd.kmitl.ac.th/download-student](http://www.GenEd.kmitl.ac.th/download-student) the Make-Up Examination Request Form (GE-03)



The student submits the request form (GE-03) in person at the General Education Office along with the required supporting documents, within the specified period of each semester.  
\* The student must take a photo of the request form (GE-03) for record-keeping.



The Office of General Education reviews the request together with the course coordinator/instructor.



The Office of General Education will inform the results of the request and the Make-Up Exam Schedule within 1 weeks after submission, through KMITL email.  
\*If the student does not receive a result notification email, please contact the Office of General Education.



The student attends the Make-Up Exam on the designated schedule.