

Warning on General Education Subject Make-up Examinations

It is possible to request a make-up exam in a General Education subject only if you are unable to take the normal exam due to illness or other unavoidable circumstances.

If you are going to be absent from the exam, please notify the instructor of class of your absence (including the reason) by the day of the exam, and then apply for a make-up exam.

You cannot apply for a make-up exam because of club/circle activities etc.

If such activities conflict with an exam, please prioritize the exam.

If you are unable to take an exam due to illness, accident, or bereavement (loss of an immediate family member), you can apply through the Educational Affairs Division to take a make-up exam for up to three days after the exam was held (including the day of the exam), excluding Saturdays, Sundays, and national holidays.

The following documents are needed to request a make-up exam.

- Illness: doctor's written diagnosis
- Accident: accident report form
- Bereavement: corroborating documents

Prepare the required documents and bring them to desk ⑤ at the Educational Affairs Division, or use the below URL to access the online form.

<https://forms.gle/tS3BDqsBFEChEA5c8>



Note: The application deadline is 17:00 on the 3rd day (including the exam day) after the exam

If you have visited a hospital due to illness and wish to take a make-up exam, you will need to submit a 'doctor's written diagnosis' on the day of the exam.

If you get infected with COVID-19 or influenza, please inform us of the date of onset of the illness as well as the 'doctor's written diagnosis' when you submit the application.

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Education and Student Support Department
Educational Affairs Division