



ALTERNATIVE EXAMINATION APPLICATION FORM

INSTRUCTIONS

- 1. Candidates must complete application in duplicate
2. Candidates should submit to their coordinator completed forms along with valid document(s) - (letter from employer, justice of the peace, govt. body etc) or medical certificate/report - for authorization, six (6) weeks before the scheduled examination period.
3. The duly authorized form must then be taken to the UCC cashier/Campus Manager, accompanied by the current applicable fee.
4. One copy of the authorized forms will be retained by the UCC.
5. Candidates must present the second copy on the day of the examination along with their exam permit and valid UCC ID.
6. Only candidates whose accounts are in good standing will be permitted to sit an Alternative examination.

SECTION 1 : STUDENT AND CONTACT INFORMATION

Form fields for student information: *FIRST NAME, *MIDDLE NAME(S), *LAST NAME, *I.D. #, EMAIL, PHONE (HOME, MOBILE, WORK), CAMPUS(ES) ATTENDED (1, 2, 3)

SECTION 2 : PROGRAMME INFORMATION

Form fields for programme information: PROGRAMME REGISTERED FOR, DATE STARTED (mm/dd/yyyy), COURSE FOR WHICH REGISTERED, ORIGINAL DATE OF EXAM (mm/dd/yyyy), SECTION REGISTERED, SCHEDULED DATE OF ALTERNATE EXAM (mm/dd/yyyy), STATE REASON FOR APPLICATION

SECTION 3 : SIGNATURE

Signature fields: *NAME, *SIGN HERE, DATE (mm/dd/yyyy)

FOR OFFICIAL USE ONLY

Official use section containing: TO BE COMPLETED BY THE PROGRAMME COORDINATOR (COURSE WORK SCORE, GROUP/SECTION, LECTURER, VERIFIED BY, APPROVED BY), TO BE COMPLETED BY CASHIER (AMOUNT PAID, RECEIPT #, FINANCIAL STATUS, APPLICATION: Approved/Denied, VERIFIED BY, INVIGILATED BY), ALTERNATE EXAM: End of Module/Mid-Module

TO BE COMPLETED BY THE MARKER: EXAM SCORE, MARKER'S SIGNATURE, DATE (mm/dd/yyyy)