



SUPPLEMENTAL / RESIT EXAMINATION APPLICATION FORM

INSTRUCTIONS

1. Candidates must complete the application form in duplicate and submit the completed form six (6) weeks before the scheduled examination period.
2. The completed forms must be taken to the Student Services Officer for authorization.
3. The duly authorized forms must be taken to the cashier, accompanied by the current Examination Fee applicable at the time.
4. One copy of the authorized form will be retained by UCC for preparation of the examination.
5. Candidates must present the second copy on the day of the examination along with their UCC Exams Card and UCC ID.
6. Only candidates whose accounts are in good financial standing will be permitted to sit Supplemental/Resit Examinations.

SECTION 1 : STUDENT AND CONTACT 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

PROGRAMME REGISTERED FOR

DATE STARTED

mm

dd

yyyy

COURSE FOR WHICH REGISTERED

DATE OF FIRST SITTING

mm

dd

yyyy

PREVIOUS GRADE

SCHEDULED DATE OF SUPPLEMENTAL EXAM

mm

dd

yyyy

IF NO PREVIOUS SITTING STATE REASON

SECTION 3 : SIGNATURE

*NAME

*SIGN HERE▶▶

DATE

mm

dd

yyyy

FOR OFFICIAL USE ONLY

TO BE COMPLETED BY THE STUDENT SERVICES OFFICERS

PREVIOUS EOM SCORE

COURSE WORK SCORE

PREVIOUS GROUP

LECTURER

AUTHORIZED BY

STUDENT SERVICES OFFICER

SIGNATURE

DATE

mm

dd

yyyy

TO BE COMPLETED BY CASHIER

AMOUNT PAID

RECEIPT #

FINANCIAL STATUS

APPLICATION :

☐ Approved

☐ Denied

VERIFIED BY

STUDENT FINANCIAL SERVICES OFFICER

SIGNATURE

DATE

mm

dd

yyyy

INVIGILATED BY

INVIGILATOR

SIGNATURE

DATE

mm

dd

yyyy

INSTRUCTIONS TO MARKER(S)

1. This exam is to be marked out of 100% for candidates who earned a supplemental grade in the previous sitting of the End Of Course (EOC) Examination.

2. For candidates with no previous (EOC) sitting, this exam is to be marked out of 60% with coursework score uptained earlier computed to total 100%.

CANDIDATES EXAM SCORE

+

COURSE WORK SCORE

=

TOTAL SCORE