



補考申請表 Application for Make-up Examination

請參閱背頁之申請須知。 Please turn overleaf for notes for application.

個人資料 PERSONAL PARTICULARS

英文姓名 Name in English: _____ 中文姓名 Name in Chinese: _____ 身份證號碼 HKID Card No.: _____

日間聯絡電話 Daytime Contact No.: _____ 電郵地址 Email Address: _____

學生編號/註冊號碼 Student / Enrolment No.: _____ 課程名稱 (如適用) Programme Title (if applicable): _____

申請補考科目 COURSE APPLIED FOR MAKE-UP EXAMINATION

修讀年份 Year: _____ 學期 Term: _____ 原定考試日期 Original Examination Date: _____

科目名稱 Course Title: _____ 組別編號 Section Code: _____

申請原因 Reason for Application: _____

證明文件 Supporting Document(s) enclosed: _____

簽署 Signature: _____ 日期 Date: _____

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Application received by: _____ (/ /) Identity verified by: _____ (/ /)

Application Fee received by: _____ (/ /) Receipt No.: _____

Receipt acknowledged by: _____ (/ /) Original Exam Date: _____ / _____ / _____

Head's Approval (Division: _____): Approved / Not Approved by: _____ (/ /)

Remarks: _____

Grade held (Y / N) by: _____ (/ /)

Notification prepared by: _____ (/ /) Checked by: _____ (/ /) Sent out by: _____ (/ /)

Make-up Examination Arrangement:

Endorsed Make-up Exam Paper received on: _____ / _____ / _____

Make-up Exam Date: _____ / _____ / _____ Time: _____ Venue: _____

Remarks: _____

申請須知 Notes for Application

1. 一般情況下本院不會接受個別學員更改考試日期 / 時間之申請。

The School normally does not entertain requests from individual students for change of examination date/time.

若學員因特殊情況無法如期出席考試，需於**預定考試日之前**向學務部提交補考申請，逾期恕不受理。學員於考試當日因緊急事故而缺席考試，需於**預定考試日後一星期內**提交補考申請。所有補考申請需附上有效證明文件，以證明學員未能出席考試之原因，如公司證明信、由註冊醫生簽發並附有病假日期之醫生證明書。本院不接受學員因旅行缺席考試而提出之補考申請。

If students are unable to attend an examination due to extenuating circumstances, an application for make-up examination should be submitted to the Registry **prior to the scheduled examination**. For an emergency situation that occurs on the day of examination and results in the absence of students in the examination, an application for make-up examination should be submitted **within 1 week after the scheduled examination**. All applications should be accompanied by valid supporting document(s) to certify that the students are unable to attend the scheduled examination, for example, an employer's letter in case of a business trip, or a medical certificate recommending for sick leave on the date of the missed examination by a qualified medical practitioner in case of illness or injury. The School will not accept applications on the ground of travelling.

2. 個別科目之實際結束日期可能較原定之日期為遲，例如因惡劣天氣或導師請假等原因而順延課堂 / 考試，倘有關考試延期不超過兩星期，一般情況下本院將不接受個別同學提出之補考申請。

A course may end at a date later than it is originally scheduled owing to reasons such as postponement of classes/examination due to adverse weather or the instructor's leave of absence. The School will normally not accept any applications for make-up examination if the concerned examination has been postponed for not more than two weeks.

3. 申請費用：每科港幣 200 元正* (如以支票繳付，抬頭請寫上「香港浸會大學」，並於支票背頁寫上姓名、學生編號/註冊號碼及聯絡電話)。

The application fee is HK\$200* per course (for cheque payment, please make it payable to "Hong Kong Baptist University". Please write your name, student no. / enrolment no. and contact number on the back of the cheque).

4. 申請方法

- 郵寄

填妥 (i)申請表，連同 (ii)香港身份證 / 學生證 / 註冊證副本、(iii)有效證明文件及 (iv)申請費用 (劃線支票)，郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院學務部」，信封面請註明「補考申請」。

- 親身遞交

填妥 (i)申請表，連同 (ii)有效證明文件及 (iii)申請費用 (以劃線支票 / 現金 / 易辦事 / 八達通繳付)，親臨本院九龍塘校園中心持續教育大樓辦事處、市區教學中心、東九龍教學中心或灣仔教學中心遞交。

Application Methods

- By mail

Submit (i) the completed application form with (ii) a copy of HKID Card / Student ID Card / Registration Slip, (iii) valid supporting document(s) and (iv) the application fee (crossed cheque) to "Registry, School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Make-up Examination" on the envelope.

- In-person

Submit (i) the completed application form with (ii) valid supporting document(s) and (iii) the application fee (paid by crossed cheque / cash / EPS / Octopus card) to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.

5. 如申請獲院方批准，學務部將通知學員有關之補考安排。

Upon approval of an application, the student concerned will be notified of the date and time of the make-up examination.

6. 出席補考的時數將不計算入出席率。

Attending a make-up examination will not be counted towards attendance rate.

7. 每一學期之補考將於指定日期舉行，獲安排補考之學員必須於該日期出席補考，缺席補考之學員將不獲其他安排，而所繳之費用將不獲退回。

Make-up examination of each term will be arranged on specific dates. Approved students are required to attend the make-up examination on the designated date while no further examination will be arranged if students are absent from the make-up examination as scheduled. The handling fee will not be refunded.

8. 香港浸會大學會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> (請選擇中文語言)。

Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University. Please refer to <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS & PICS.

*所有費用如有更改，恕不另行通知。 All fees are subject to change without prior notice.