



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

姓名 (英文) Name (English): _____ 中文姓名 Chinese Name: _____ 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: _____

本院專用 FOR OFFICE USE ONLY

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，本院不接受個別學員申請更改考試日期/時間。
The School normally does not entertain any request from individual student for alteration of examination date / time.
2. 學員若因特殊情況預知不能如期出席考試，必須於考試日期前向本院提交補考申請。如學員於考試當日因緊急事故缺席考試，則須於考試日期後一星期內提交申請，逾期恕不受理。所有補考申請須同時提交有效證明文件（如：公司證明信、醫生證明書等）以證明當日未能出席考試之原因。本院不接受學員因旅行缺席考試而提出之補考申請。
If a student is unable to attend the examination due to extenuating circumstances, he/she should submit an application for make-up examination prior to the scheduled examination. For emergency situation that occurs on the day of examination and results in a student's absence in the examination, application for make-up examination should be submitted within 1 week after the scheduled examination. Late application will not be considered. All applications should be accompanied by valid supporting document(s) (e.g. an employer's letter, a medical certificate, etc.) to certify that the student is unable to attend the scheduled examination. The School will not accept application on a certified ground of travelling.
3. 個別科目之實際結束日期可能較原訂之日期為遲（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學員提出之補考申請。
A course may end at a date later than it is originally scheduled (such as postponement of classes / examination due to adverse weather or instructor's leave of absence). The School normally does not accept any applications for make-up examination if the concerned examination has been postponed for not more than two weeks.
4. 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).
5. 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」，信封面請註明「補考申請」及所修讀之課程名稱；本院將以電郵確認收妥此申請。
 - 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（現金/易辦事/劃線支票），親臨本院九龍塘校園中心思齊樓、尖沙咀中心、東九龍中心或灣仔中心辦事處遞交。

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 "School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Make-up Examination" and the programme title on the envelope. The School will acknowledge receipt of the application by email.
 - In person
Submit (i) the completed application form with (ii) valid supporting document(s) and (iii) the application fee (cash / EPS / crossed cheque) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre.
6. 申請如獲批准，本院將通知學員有關補考安排。
Upon approval of application, examinee will be notified of the date and time of the make-up examination.
7. 每一學期之補考將於指定的日期舉行，成功申請補考的學員必須於該日期出席考試，未能出席的學員將不獲其他安排，而所繳之申請費用將不獲退回。有關各課程的補考日期，請瀏覽相關的課程網頁。
Make-up examination of each term will be arranged on specific dates. Students are required to attend make-up examination on the designated date while no further examination will be arranged for a student if he/she is absent from the make-up examination as scheduled. The application fee will not be refunded. For detailed information of make-up examination date, please refer to the website of individual programme.
8. 學員於此表格所填報的個人資料及提交的文件只供處理本項申請，並將會於補考成績公佈後銷毀。
The personal data collected in this form and documents submitted are processed for this application only, and will be destroyed after the release of make-up examination results.

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