



## PMC FORM

This form should be completed if:

- A student is unable to take an exam
- There are circumstances which adversely affect a student's performance during an examination

**This form must be submitted to the Registrar's Office within 5 days of the examination day or the assignment submission deadline.**

<b>Student No:</b>		<b>Student Name:</b>	
<b>Course Code:</b>		<b>Course Title:</b>	
<b>Module Code(s)</b> (affected by PMC)		<b>Module Title(s)</b> (affected by PMC)	

Please choose the relevant option(s) below:

NON ATTENDANCE AT EXAM

CONSIDERATION OF PMC AT EXAM BOARD

**Details of Mitigating Circumstances:**

Please state below the reasons for seeking the deferral of the modules listed above. Supporting evidence (e.g. medical certificate, bereavement notice etc.) must be attached.

---



---



---



---



---



---



---



---

Dates covered: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR THE PMC COMMITTEE USE ONLY**

Approved: Yes  No

Signature: \_\_\_\_\_