



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 Office of Academic Affairs within 5 days of the examination day or the assignment submission deadline.

Student No:		Student Name:	
Course Code:		Course Title:	
Module Code(s) (affected by PMC)		Module Title(s) (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 <input type="checkbox"/> No <input type="checkbox"/>
Signature:	_____