**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 Academic Affair’s Office within 5 working 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.

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

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

**FOR PROGRAMME COORDINATOR USE ONLY**

**Approved: Yes □ No □**

**Student System updated: Yes □ No □**