

Application for Late Assessment

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No.

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Programme Code

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 - Stream Code

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II. APPLICATION DETAILS

- (a) I wish to apply for late assessment on the following subject in Semester **One/ Two/ Summer Term** * in the Academic Year 20__ / __.

| Examination Subject Not Taken | | Date of Absence (dd/mm/yyyy) |
|-------------------------------|---------------|---------------------------------|
| Subject Code | Subject Title | |
| | | |

- (b) Reason(s) for absence from examination # _____
- _____
- _____

Supporting documents should be accompanied.

III. DECLARATION OF STUDENT

I declare that the information given in support of this application is true and correct, and authorise the College of Professional and Continuing Education (CPCE) and its designated officer(s) to approach the respective issuing organisation(s) or professional(s) of the supporting document(s) for verification of authenticity when processing this application. I also understand that it is a serious offence to provide forged document(s), and disciplinary action shall be taken within CPCE where a case is identified. CPCE shall also reserve the right to report the forgery to the police.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

- This application is **approved / rejected** * by the Subject Assessment Review Panel (SARP) on _____
- Notification sent to student and copied to the Programme Administrative Hosting Division by _____ on _____
- Late assessment fee has been settled by the student
- Computer record updated by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Students who have been absent from an examination or are unable to complete all assessment components of a subject because of illness, injury or other unforeseeable reasons (other than academic grounds) may apply for a late assessment.
2. Application for late assessment will be referred to Subject Assessment Review Panel (SARP) concerned for approval as late assessment is not an automatic entitlement.
3. The application procedures are as follows:
 - i. complete Sections I, II and III of this form
 - ii. return the completed form with original supporting documents such as a recognised and valid medical certificate with recommended sick leave period(s) therein to cover the intended period of leave of absence and the scheduled examination session(s) to the General Office of the Subject Hosting Division **within five working days from the date of the assessment**.
4. The College of Professional and Continuing Education (CPCE) reserves the right to verify the authenticity of the supporting document(s) with the respective issuing organisation(s) or professional(s) for the purpose of processing this application. It is a serious offence to provide forged document(s), and disciplinary action shall be taken where a case is identified. The CPCE shall also reserve the right to report the forgery to the police.
5. You will normally be advised of the result of the application in writing on the date that the assessment results of the semester/ Summer Term during which the application is made are released.
6. If approval has been granted to take a late assessment, that examination or other forms of assessment will be regarded as a first assessment and the actual grade attained will be awarded. You are required to settle a late assessment fee of **HK\$250 per subject** before taking the late assessment, or the result of your late assessment would be invalidated.
7. Late assessment will be held at the earliest opportunity before the commencement of the following academic year (except that for Summer Term, which may take place within three weeks after the finalisation of Summer Term results where appropriate).
8. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

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