 UTM UNIVERSITI TEKNOLOGI MALAYSIA <small>School of Professional and Continuing Education (SPACE)</small>	CENTRE OF DEGREE AND FOUNDATION STUDIES <i>Tel : 07-531 8061/7061 (JB) 03-2728 6586 (KL)</i> <i>Email: foundation@utm.my</i>	Form No. : Edition : 1 Effective Date : 1/4/2026 Page (s) : 2
	APPLICATION FOR RE-EXAMINATION	

Guidelines for Re-Examination Application

1. Re-examination can be held for:
 - (a) Students who are unable to sit for the final examination because of illness certified by a medical officer, or
 - (b) Students who involved in misfortune (accident, natural disaster or death of parents or next of kin), or
 - (c) Students involved with national duty, or
 - (d) Final semester students who have passed with Good Status (KB) but failed ONE (1) course from any semester.

2. Re-examination marks are used to determine the results of the courses taken as follows:
 - (a) For reasons as per item 1(a, b & c), re-examination marks will be used as the final examination mark while the coursework marks are retained.
 - (b) For reason as per item 1(d), re-examination marks will be fully used to determine the result of the course (Passed or Failed) and will not be considered in the calculation of GPA and CGPA. Failed students are required to repeat the course.

3. Re-examination will not be held for the following cases:
 - (a) Courses that have no final examinations, or
 - (b) Students who did not sit for the final examination without valid reasons acceptable to the University, or
 - (c) Students who have less than 80% attendance in all forms of course meetings, or
 - (d) Students who have failed due to disciplinary reasons.

SECTION I (To be completed by Student)

Full Name:			
IC No./Passport		Matric No.	
Programme		Current Semester/Session	
Correspondence Address:			
Telephone No.		Email	

Reason for application. Please tick (✓) in the appropriate box.

- Unable to sit for the final examination due to illness certified by a medical officer.
- Student affected by accident, natural disaster, or death of parents or next of kin.
- Student involved in matters of national interest or official national service.
- Final semester student who has achieved Good Status (KB) but failed ONE (1) course from any semester.
- Others (please specify): _____
- _____


(Please submit completed form with supporting documents.)

State the courses you wish to sit for a re-examination.

Bil	Course Code	Course Name	Lecturer's Name

Student's Signature : _____

Date : _____

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SECTION II (For Faculty Office Use)

Verification by Head of Department	
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Head of Department's Comment : _____ _____ _____	Signature : _____ Official Stamp : Date : _____
Lecturer's Comments	
Lecturer's Name : _____ Course Code and Name : _____ Course Work Marks : _____	Re-Examination Marks : _____ Total Marks : _____ Grade : _____
Results : <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Comments : _____ _____	
Signature and Official Stamp : _____	Date : _____
Student's Status Update	
Form checked and student's record updated by : _____	
Signature and Official Stamp : _____	Date : _____