UTM UNIVERSITI TEKNOLOGI MALAYSIA School of Professional and Continuing Education (SPACE)	**CENTRE OF DEGREE AND FOUNDATION STUDIES** *Tel : 07-531 8061/7061 (JB) 03-2728 6586 (KL)* *Email: foundation@utm.my* **APPLICATION FOR SPECIAL EXAMINATION**	Form No. : Edition : **1** Effective Date : **1/11/2026** Page (s) : **2**

Guidelines for Special Examination Applications

1. Special examination can be held for:
   (a) Students who are unable to sit for the final examination because of illness certified by a medical officer from the University
   (b) Students who are involved in unfortunate circumstances (accident, natural disaster, or death of a parent or next of kin)
   (c) Students involved with national duty
   (d) Final semester students who have passed with Good Status (KB) but failed ONE (1) course from any semester.
   (e) Students with other exceptional circumstances not covered under Items 1(a) to 1(d), subject to Faculty approval.

2. Students who apply for a special examination for the reason stated in Item 1(d) are NOT ALLOWED to register any course for the next semester.

3. Special examination marks are used to determine the results of the courses taken as follows:
   (a) For reasons as per item 1 (a, b & c), special examination mark will be used as the final examination mark while the coursework marks are retained
   (b) For reason as per item 1 (d), special examination mark will be fully used to determine the result of the course (Passed or Failed) and will not be taken into account in the calculation of GPA and CGPA. Students who fail the special examination are required to repeat the course.

4. Special examination will not be held for the following cases:
   (a) Students who did not take the final examination without valid reasons acceptable to the University
   (b) Students who have less than 80% attendance in all form of face-to-face learning activities
   (c) Students who have failed due to disciplinary reasons
   (d) Courses that have no final examinations

<u>SECTION I</u> (To be completed by Student)

Student's Name	:			
IC/Passport No.	:		Matric No.	:
Programme	:		Current Semester/Session	:
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 national service or official duties in the national interest.

☐ 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 special examination.

No.	Course Code	Course Name	Lecturer's Name

Student's Signature : _____ Date : _____

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SECTION II (Student must obtain verification from the Academic Advisor)

Supported ☐ Not Supported ☐

Signature : _____

Academic Advisor's Comment: Official Stamp :

_____

_____

_____

Date : _____

SECTION III (For Faculty Use Only)

Verification by Head of Department

Approved ☐ Not Approved ☐

Signature : _____

Head of Department's Comment : Official Stamp :

_____

_____

_____

Date: _____

Lecturer's Comments

Lecturer's Name : _____

Course Code and Name : _____

Course Work Marks : _____ Special Examination Marks : _____

Total Marks : _____ **Grade** : _____

Results : ☐ **Pass** ☐ **Fail**

Comments : _____

_____

Signature and Official Stamp : Date : _____

Student's Status Update

Form checked and student's record updated by : _____

Signature: _____ Date : _____