

If you are requesting to write a make-up for a missed test worth more than 20% of your final grade and do not meet the criteria outlined in the [Policy on Academic Consideration for Missed Course Work](#), please complete the information below after communicating with the course director regarding the missed test.

Please note: This form is only applicable to HH courses.

Student Information

Student Number:	School/Department:
Last Name:	First Name:
Telephone:	Email:

Course Information

Term:	Course Section:
Course Number:	Course Director:
Course Title:	

Please briefly describe the relevant circumstances that prevented you from writing the test on the originally scheduled date. Please attach appropriate documentation in support of your request.

Course Director Information

- ☐ I do not approve the request to write the missed midterm.
- ☐ I have approved the request to write the midterm to be written on: _____

Midterm Details:

Duration (in minutes):	Time of make-up:
Location of make-up:	Materials permitted i.e. scantron sheet, exam booklet(s), statistics tables, calculator, etc. (please list):

Course Director's Name:

Course Director's signature:

Date (dd/mm/yy): _____

NOTE: This document is not to be used as a request for deferred course work or final exams. You must follow your school or departments standard practice for requests for deferred course work or final exams. Please refer to the [Deferred Standing Agreement Form](#) for more information.