

缓考在线申请指南

Guide for

Online Application for Make-up Examination

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1. 电脑端提交 Submission on PC

1.1 登录系统 Login the UIC Portal

通过浏览器（推荐 Chrome, Firefox），访问 UIC Portal <https://portal.uic.edu.cn>

Visit UIC Portal at <https://portal.uic.edu.cn> (recommended browsers: Chrome/Firefox).

(1) 输入你的 UIC 电子账号 (例如: m712345678)
Enter your UIC username (for example:
m712345678)

(2) 输入你的 UIC 电子账号密码
Enter your UIC password

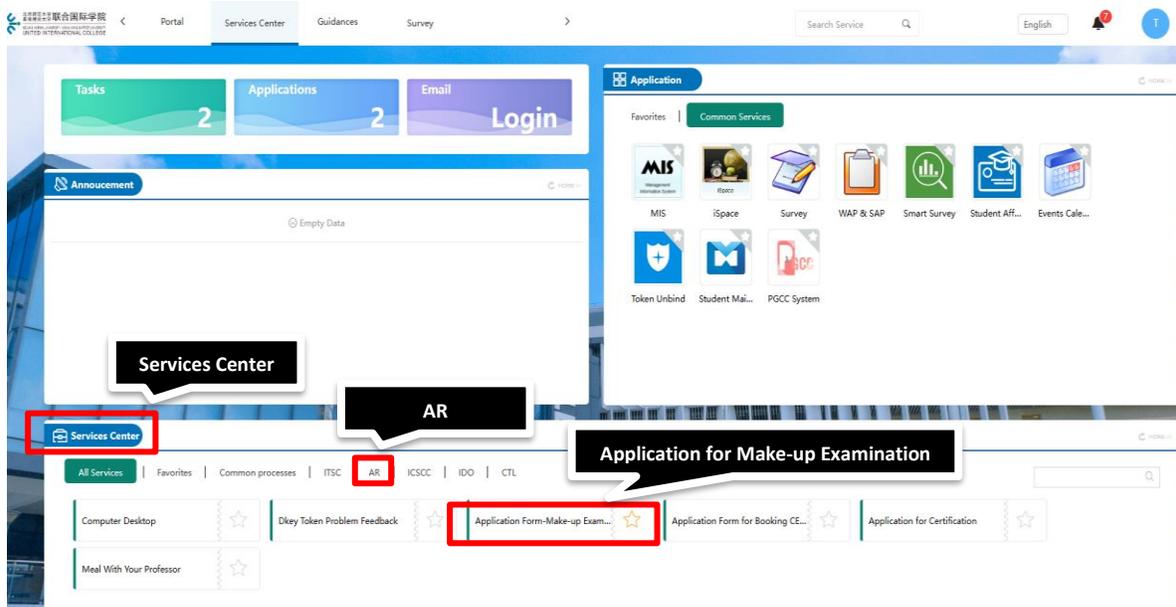
(3) 点击“登录”
Click “Sign in”



1.2 搜索“缓考申请表单” Search for the “Application Form for Make-up Examination”

在页面下端“服务中心”区域找到“教务处”，点击进入“缓考申请”。

Click “AR” under “Services Center”, then click “Application Form-Make-up Examination”.



1.3 填写申请表单 **Fill in the Application Form**

- (1) 填写表单信息（带星号的区域为必填项），然后点击“Submit”提交申请。提交申请后，系统会自动生成申请编号，确认已收到你的申请。

Please fill in all mandatory information (those fields marked with a red asterisk * is mandatory), then click “Submit” to complete your application. An application reference number will be generated after your submission to acknowledge receipt of your application.

必填项 Mandatory information

- 课程号码、课程名称、班号(例如: 1001)
Course Code, Course Title, Course Section Number (CSN) (e.g. 1001)
- 申请缓考原因类别
Type of Reason for applying for make-up examination(s)
- 申请缓考详细原因
Detailed reason
- 证明文件
Supporting document
- 声明
Declaration

- (2) 注意：如只点击“Save”则表单仅为草稿状态，仍未提交。

If you click “Save”, your application is saved in the system as a draft only. It is NOT yet submitted.

- (3) 同一张表单可以申请 1 门或多门科目。

You can apply for make-up examination for a course or multiple courses in one form.

- (4) 请在指定时间内使用在线电子表单提交申请。不接受纸质申请表或逾期申请。

Please submit your application via UIC portal within the stipulated period. Late or paper application will not be entertained.

Make-up Examination Application

Important Note

For any extenuating circumstances such as illness, injury or other personal emergencies, your application for make-up examination together with VALID and TRUE supporting documents must be submitted via the online application system **no later than three days after the missed examination**. If any falsification behavior is found, the application will be invalidated and the case will be referred to the Student Disciplinary Committee for deliberation. Normally your application will be processed within three working days from the application date.

For [regulations of make-up examination](#), please refer to AR website.

For queries about make-up examination, please email to ar_exam@uic.edu.cn

Semester **SEM1 AY2023-24**

Application Opening Period **2023-12-25 09:30 — 2024-01-09 17:00**

Please apply during the opening period!

Applicant

Name <input type="text"/>	Gender <input type="text"/>
Student ID <input type="text"/>	Programme <input type="text"/>
Year <input type="text"/>	Contact No. <input type="text"/>

Details

+ -	SN	Course Section	Exam Section	Exam Code	Teacher	Exam Date	Exam Venue	Exam Time
<input type="checkbox"/>	1	<input type="text"/>						

1 records in total < < 1 > > 10 Items/Page Go to 1

Reason Type Illness, Injury Personal /Family emergencies *

Detailed Reason(s)

Supporting Documents Maximum 20M *

Attachment rename format: Example: 1930000001_Zhang Aiguo_01, 1930000001_Zhang Aiguo_02, 1930000001_Zhang Aiguo_03
 附件命名格式: 例: 1930000001_张冀国_01, 1930000001_张冀国_02, 1930000001_张冀国_03

Statement by Student:

1. I declare that all the information submitted herein is true and accurate. I am aware that my application may NOT be approved by the College, and I will accept the consequences of my decision.
2. If the application is approved, I will sit for the make-up examination as per the schedule fixed by the Academic Registry.
3. I will accept the possible impacts that may be caused by taking the make-up examination(s), which may involve course selection, course add/drop in the next semester, or even graduation qualifications for final year students.
4. If the application is disapproved, or I fail to sit for the scheduled make-up examination, I will receive zero marks for that examination.
5. I have kept a copy of this application for my own record.

Please tick to indicate your acknowledgement of the provisions. 请勾选已了解申请须知. *

1.4 查看审批结果 Announcement of Result

- (1) 当申请被批准或拒绝，会有电子邮件通知你。

Email notification will be sent to you once your application is approved or rejected.

- (2) 你亦可以在 UIC Portal 内的“服务中心” - “我的申请”中查看审批结果。

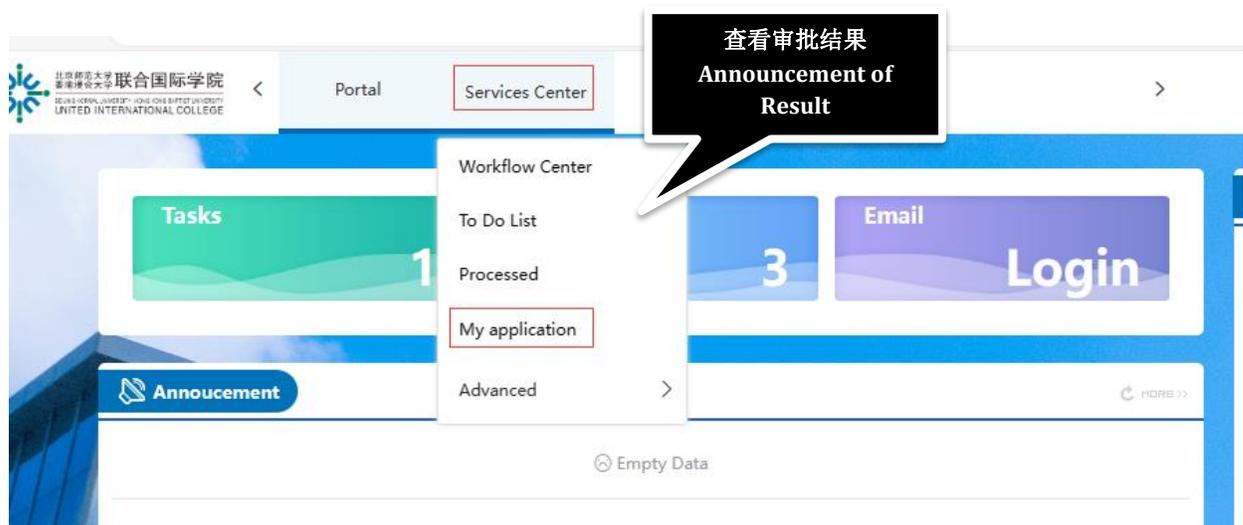
Alternatively, you may check the result under “My application” in the “Services Center” of UIC Portal.

- (3) 一般情况下，缓考申请审批结果安排在公布考试成绩前发布，请耐心等待。

Under normal circumstances, the College will announce your application result before grade release. Please wait patiently.

- (4) 注意：若系统显示你的申请为“驳回”，请仔细阅读表单中的具体意见，按指示补充信息/文件后，重新提交申请。

If your application is “rejected”, please check the detailed feedback in the system, follow the guidelines to prepare the necessary information/document, and re-submit your application.



若申请被驳回，请按指示补充信息/文件后，重新提交申请
Follow the guidelines to re-submit your application

Comments/意见 驳回 (Rejected)

缺少证明资料。

请在2023年X月X日之前补交XXXX。
逾期未补交资料，将视为无效申请，不予受理。

Rejected: Lack of evidence, please re-submit theon or before

2. 手机端功能 View your Application Results using Mobile Devices

手机端仅支持浏览功能，不能在线提交申请。

You cannot apply for make-up examination via mobile devices. However, you can view the application results using your phone or iPad.

手机等移动设备请通过“企业微信 APP”登录 Please login your “WeCom” via mobile devices :

- (1) 点击进入“工作台” Click “Workspace”
- (2) 然后进入“流程中心” Enter “Services Center”
- (3) 在“我的请求” 查看已提交申请的状态 Click “My Request” to check the status of your application.

