

## Application Form for Changing Final Examination Arrangements

### I. Applicant's Information

Full Name: \_\_\_\_\_ (e.g. Smith Chen)      Division/Center: \_\_\_\_\_

Email: \_\_\_\_\_      Contact Number: \_\_\_\_\_

### II. Final Examination Timeslot Changes

Course Title & Section		
Original Time and Date of Exam		
New Time and Date of Exam		
Invigilator(s)		

**Note:** Please check with AR if there is any time clash for students or venue available before filling in the form.

### III. Invigilation Replacement

Items	Course A	Course B
Course Title & Section		
Time and Date of Exam		
Original Invigilator(s)		
New Invigilator(s)		
Reason(s)		

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Remark:** Please submit the application form to AR **3 working days before the Final Examinations**. The applications will be approved under very special circumstances, such as health reason, etc.

\*\*\*\*\* **For AR Internal Use Only** \*\*\*\*\*

Application Form Received on: \_\_\_\_\_ by: \_\_\_\_\_