



填寫本表格前，  
請先參閱「重要事項」。  
Please read the 'Important Notes'  
before completing this Form.

延期考試申請表  
APPLICATION FOR EXAMINATION DEFERMENT

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (\*先生/女士)

Name (\*Mr/Ms): \_\_\_\_\_  
英文 (English) \_\_\_\_\_ 中文 (Chinese) \_\_\_\_\_

學生編號

Student No.: \_\_\_\_\_

電話

Tel.: \_\_\_\_\_  
住宅 (Home) \_\_\_\_\_ 流動電話/傳呼機 (Mobile phone/Pager) \_\_\_\_\_

考試缺席情況 ABSENCE FROM EXAMINATION

本人未能出席下列科目之考試，謹此申報及申請將該項考試延至該科之下一期考。有關科目之詳情如下：

I am writing to report my absence from the examination of the following course and apply for deferring the examination to the next examination period available for the course. Details of the course are as follows:

科目編號  
Course code: \_\_\_\_\_

學期  
Term: \_\_\_\_\_

考試日期  
Date of examination: \_\_\_\_\_

考生編號  
Exam No.: \_\_\_\_\_

是次考試是否為重考？ 是 否  
Is this a resit exam?    
Yes No

你曾否延期這一科目之考試？ 是 否  
Have you deferred this exam before?    
Yes No

你於是次期考中，是否已遞交其他科目之延期考試申請？

Have you submitted application for examination deferment for other course(s) in the same examination period?    
Yes No

如是，請詳列有關科目編號：

If Yes, please list the respective course code(s): \_\_\_\_\_

作業分數 ASSIGNMENT SCORES

作業分數

Assignment scores : \_\_\_\_\_

請注意：本校不會批准平時作業總分未達 31 分或以上，或未符合有關科目之指定要求的學生延期考試。

Note: Examination deferment will NOT be granted to students who fail to achieve an Overall Continuous Assessment Score (OCAS) of 31 or above or fail to fulfill any compulsory requirements for the course.

缺席原因 REASON FOR ABSENCE	隨函附上的證明文件 SUPPORTING EVIDENCE ENCLOSED
<input type="checkbox"/> 考試當日，自己患病 Illness on exam date  <input type="checkbox"/> 考試當日，家人患重病或離世，或發生其他嚴重事故 Serious illness or bereavement of family members, or other serious incident on exam date  <input type="checkbox"/> 懷孕或待產（例如：考試日正值產假期間） Pregnancy or close to expected date of confinement (e.g. exam date falls within maternity leave)  <input type="checkbox"/> 考試當日，自己須參予本地或海外公幹 Local or overseas business engagement on exam date  <input type="checkbox"/> 應考科目的考試時間與其他科目的上課或考試時間有衝突 Exam time of HKMU course clashes with other courses or exams  <input type="checkbox"/> 其他，請註明： Other reason: _____	<input type="checkbox"/> 醫生證明書，共_____頁 Medical certificate, a total of _____ pages  <input type="checkbox"/> 死亡證明書及關係證明副本，共_____頁 Copy of death certificate and relationship proof, a total of _____ pages  <input type="checkbox"/> 出生證明書副本，共_____頁 Copy of birth certificate, a total of _____ pages  <input type="checkbox"/> 僱主證明書正本，以證明考試當日須參予本地或海外公幹，共_____頁 Original employer's letter certifying local or overseas business engagement on exam date, a total of _____ pages  <input type="checkbox"/> 授課院校所簽發的時間表或證明書，以證明應考科目的考試時間與其他科目的上課或考試時間有衝突，共_____頁 Timetable of classes or exams or certifying letter from school certifying that exam time of HKMU course clashes with other classes or exams, a total of _____ pages  <input type="checkbox"/> 其他，共_____頁 Others, a total of _____ pages

請在以上適當的空格內加上剔號。

Please tick the box(es) above as appropriate.

## 聲明 DECLARATION

本人已參閱「重要事項」，現附上醫生證明書\*或其他有關文件，茲證明本人因 \_\_\_\_\_

(原因)

不能 / 不適宜於 \_\_\_\_\_ 參加上述科目之考試。

(考試日期)

本人謹此聲明，此申請表及附上之證明文件所載一切資料依本人所知均屬真確，並無遺漏。否則，本人明白校方可撤回有關批准，並可向本人採取處分。

I have read the 'Important Notes'. I hereby submit the medical certificate\* or other supporting document certifying that I was

unable / unfit to attend examination on \_\_\_\_\_ due to \_\_\_\_\_

(Date of Examination)

(Reason)

I declare that all information given in this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete. Otherwise, I understand that the University may withdraw the approval granted and take disciplinary action against me.

學生簽署

Student's Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_

\* 請注意：因病提出申請者，必須附上由註冊醫生或註冊中醫簽發的醫生證明書（例如：考試當日正值病假/病假期間）。否則，你的申請將不予受理。

Note: Application due to illness must be supported by medical certificate (e.g. exam date falls on/within sick leave) issued by a registered medical practitioner or registered Chinese medicine practitioner. Otherwise, your application will not be considered.

**重要事項****IMPORTANT NOTES**

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。

The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access and amend your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry, or the Data Protection Officer.

- 2 學生如因自己患病、家人患重病／有急事須照料、其他嚴重事故等，以致未能出席考試，可用本表格申報及解釋缺席理由。（注意：以出外旅遊、預備考試時間不足、未接獲考試通知、誤讀／忘記考試日期、時間或地點等為理由的申請均不會被接納。）

對於獲持續教育基金資助或其他資助的學生，你須留意有關資助的各項條款，延期考試是會耽延你的修業期，或甚至影響你的資助計劃，而大學將不能為此負責。

If you are prevented by illness, serious illness of family member or other serious cause from attending an examination, you can report and explain your absence by completing this form and submitting the relevant supporting evidence. (Note: Holiday plan, insufficient time to prepare for examinations, failure to receive examination notification letter, ignorance/misreading of examination date, time or venue etc. will not be accepted as valid reason for examination deferment.)

For students who have been granted the Continuing Education Fund (CEF) or other funding, you should pay attention to the terms and conditions governing the approval of the funding. As a result of examination deferment, your study period will be prolonged and thus it may affect your status for claiming the reimbursement etc. The University cannot assume the responsibility thereof.

- 3 學生提交之有關證明文件，必須清楚記載事件發生之日期及證明當日學生曾因該事故而不適宜或不能夠參加有關考試。如校方對有關證明文件之影印或傳真副本有任何疑惑，校方得要求申請者呈交證明文件之正本或宣誓正本以供核實。沒有證明文件的申請，概不受理。學生如因病缺考，必須附上由註冊醫生或註冊中醫簽發的醫生證明書，否則，你的申請將不予受理。個別學院要求醫生證明書清楚記錄學生的診症時間。倘若教務長發出通知，要求學生提交補充資料或文件，則學生有責任依時提交指定的資料或文件，逾期辦理，概作放棄申請論。

The supporting evidence you have submitted must include the date of the cause for your absence and it is required to state that you are unfit or unable to attend the examination. Applicants may be asked to submit the original or certified true copies of the documentation whenever there are doubts in the photocopy. Applications not substantiated by supporting evidence will not be processed. If you cannot attend an examination because of medical reason, your application MUST be supported by medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner. Otherwise, your application will not be considered. Individual Schools require that the time of consultation be clearly stated on the medical certificate. If the Registrar requests for further information or documents, it is the sole responsibility of the student concerned to submit such information or documents by the stipulated deadline. Any late submission of information/documents will not be accepted.

- 4 倘若學生於考試當日染上的只是感冒、輕微咳嗽一類微恙，則本校建議學生盡可能參加考試，並呈交 E-SE 表格向成績評核委員會申述自己的特殊情況。

In case of illness, if you are suffering from mild illness such as minor influenza, mild cough etc., you are strongly advised to attend the examination and submit Form E-SE to inform the Award Committee of your special circumstances.

- 5 請列出截至填寫本表格當日為止，各項已呈交及評分的作業之分數。學生可通過香港都會大學網站（學生）的「作業及科目成績」查閱有關紀錄。

Give details of the assignment scores you have obtained up to the date of this application. Students can inquire their assignment scores by going to the "Assessment Result" of HKMU website (Student).

- 6 如果學生之平時作業總分已取得及格成績或達到 31 分或以上，並符合有關科目的指定要求，而且申請理由充分，又附上足夠的證明文件，本校會考慮批准學生延期考試。

If you have achieved a pass or a score of 31 or above in the overall continuous assessment and fulfilled the compulsory requirements of the course (e.g. Attendance Requirements, Compulsory Dayschool, etc), and your reasons for requesting examination deferment are legitimate and properly attested, you may be granted a special examination.

- 7 每份表格只可為一個科目申報考試缺席及申請延期考試。如有需要，請影印此表格。  
Use ONE form for one course only. Please make copies of this form if necessary.
- 8 若考試前已知缺考原因，學生必須於有關科目的考試日 七天 前遞交此表格。若學生於考試當天患病或遇到嚴重事故而缺考，必須於該科考試日後 七天 內遞交此表格。請將填妥之表格，連同有效之證明文件及／或授權書等，寄交九龍何文田牧愛街三十號五樓 A0511 室香港都會大學教務處考試及評核組或傳真至 8148 3378。逾期遞交或未附有足夠證明文件之申請，恕不受理。請勿把表格寄給學科主任或導師。  
The completed form should reach the Examinations & Assessment Team of the Registry 7 days before the examination of the course concerned if the cause of absence is known before the examination OR within 7 days after the examination of the course concerned if the cause of absence is unknown before the examination. The form together with any relevant supporting documents and/or authorization letter should be sent to the Examinations & Assessment Team of the Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon or at fax no. 8148 3378. Any late applications or applications without sufficient supporting documents will NOT be processed. Do NOT send the form to your Course Coordinator or tutor.
- 9 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受委託人之姓名及香港身份證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。  
If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name, HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University.
- 10 如有任何查詢，請於辦公時間內致電 2768 6688 與教務處考試及評核組聯絡。  
For any enquiries, please contact the Examinations & Assessment Team of the Registry at 2768 6688 during office hours.

請填妥下格，以便本處寄回收訖通知。如你於寄出本表格後十天內仍未收到本處的收訖通知，請致電 2768 6688 或傳真至 8148 3378 與教務處考試及評核組聯絡。

Please complete the box below so that we can send you an acknowledgement. If you do not receive our acknowledgement within 10 days from your posting of this form, please contact the Examinations & Assessment Team of the Registry at tel. no. 2768 6688 or at fax no. 8148 3378.



姓名 Name: _____
地址 Address: _____
_____
_____

敬啟者：  
Dear Student

本處已收到你的 E-DA 表格，並會於十個工作天內以書面通知你有關結果。如有查詢，請致電 2768 6688 或傳真至 8148 3378 與教務處考試及評核組聯絡。

We acknowledge the receipt of your Form E-DA which is being processed now. You will be notified of the result in writing within 10 working days. For enquiries, please contact the Examinations & Assessment Team of the Registry at tel. no. 2768 6688 or at fax no. 8148 3378.

教務處考試及評核組  
Examinations & Assessment Team, Registry