

## TEMASEK POLYTECHNIC

### APPEAL FOR SPECIAL CONSIDERATION ON ABSENCE FROM EXAMINATIONS

**Important Note to Student:**

1. Only students with valid reasons for absence from an examination can submit the appeal for special consideration.
2. Please complete all sections in Part I and Part II. You are to email the completed form together with a scanned copy of the supporting documents to Academic Affairs at [examinations@tp.edu.sg](mailto:examinations@tp.edu.sg) within 48 hours from the START time of the FIRST affected examination paper (excluding Saturdays, Sundays and public holidays).
3. All data and documents provided to Temasek Polytechnic will be kept strictly confidential and used for the purpose of this appeal only.

**Part I - To be completed clearly by applicant**

Name of student: \_\_\_\_\_ Admission No: \_\_\_\_\_  
 School: \_\_\_\_\_ Course : \_\_\_\_\_ Contact Number: \_\_\_\_\_

**I wish to appeal for special consideration for my absence from the Semestral Examination for the date(s) stated below:**

Date of Exam	Time of Exam	Subject Code (e.g. BAF1001)	Subject Full Name

Important: Check your exam time-table in TP Online Student Portal to make sure you have provided the correct information above.

**Reason for appeal: Select the relevant box and fill in the required information.**

- Medical leave.** Please state medical condition: \_\_\_\_\_
- Hospitalisation leave.** Please state medical condition: \_\_\_\_\_
- Death of immediate family member.** Relationship: \_\_\_\_\_
- Others :** \_\_\_\_\_

**Additional information to support my appeal (if any):****Part II - Declaration by Applicant**

- 1) I declare that the particulars and information provided in this form and any accompanying documents are true and accurate to the best of my knowledge. I have not willfully suppressed any material fact. I understand that disciplinary action will be taken against me if any of the above information is found to be untrue.
- 2) I understand that if this appeal is not approved, the examination for the subject(s) which I was absent from shall be considered as failed.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Take note of the following after submission of appeal :**

- 1) Please **check** the outcome of your appeal **WITHIN 2 working days** from the date of your submission via TP Student Portal - > Exam Results -> Special Consideration.
- 2) Temasek Polytechnic reserves the right to reject the appeal if the reason for the absence from examination is not valid. You shall be considered to have failed the examination component of the subject if your appeal is not successful.
- 3) Please call exams hotline at 67804200 should you have any enquiries.

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**Part III - To be completed by Exams Officer (To tick the appropriate box)**

Student's appeal is **ACCEPTED**.

- Notified student on outcome of appeal in TPOSS on \_\_\_\_\_ (Date).
- Appeal forwarded to School for consideration on \_\_\_\_\_ (Date).

Student's appeal is **REJECTED**.

Reasons: \_\_\_\_\_

Notified student on outcome of appeal in TPOSS on \_\_\_\_\_ (Date).

Checked and processed by :

\_\_\_\_\_  
(Name and Signature)

\_\_\_\_\_  
Date