

Notice

All students are advised that **Re-sit/Make-up Examinations** in respect of the Third Nine-Week Period and the Second Semester 2015 will be held on **Tuesday 16th June, 2015 at 9:00 A.M.** in ASPS Hall (Rooms 1-3).

The deadline for re-sit payments at the Bursar's Office and the submission of all forms will be on **Wednesday 10th June 2015**. Make-up & Re-sit Forms could be collected from the Deans' Offices or downloaded from the "Quick Links" section on the College's website.

Make-up Forms are to be submitted to the Examinations Office and Re-sit Forms are to be left at the Bursar's Office.

Students whose forms have been left in bags or have not been submitted will not be allowed to write these examinations.



Procedures for Applying For Re-sit Examinations

- Re-sits are only applicable to students receiving a C-, D or D+ in a course.
- A student cannot receive a grade higher than a “C” in a Re-sit Examination.
- A maximum of two Re-sit Examinations are allowed in a given semester.
- Only one Re-sit Examination is allowed for a given course.

The process of applying for a Re-Sit Examination is as follows:

- Collect Re-sit Forms from the respective Dean’s Office or download same from the “Quick Links” Section on the College’s website (www.tamcc.edu.gd).
- Complete the requested information.
- Obtain signatures from the following persons, in the order listed on the Form :

1. Lecturer

2. Chair

3. Dean

4. Records Officer

5. Assistant Registrar for Examinations

- Make payment at the Bursar's Office. The fee is \$20 per course. ALL RE-SIT FORMS ARE TO BE LEFT AT THE BURSAR'S OFFICE.

Procedures for Applying for Make-up Examinations

This examination is only applicable to students who have been absent from an examination as a result of sickness, death and funeral of a family member. Medical certificates or all supporting documents should be attached to the Form.

The process of applying for a Make-Up Examination is as follows:

- Collect Make-up Forms from the Dean's Office or download same from the "Quick Links" Section on the College's website (www.tamcc.edu.gd).
- Complete all requested information on the Make-Up Examination Form.
- Indicate reasons for Make-up Examination and attach medical certificate or other supporting documents.
- Obtain signatures from the following persons, in the order listed below:
 1. Dean
 2. Registrar
 3. Assistant Registrar of Examinations

- Submit COMPLETED Make-up Form to Examinations Office.