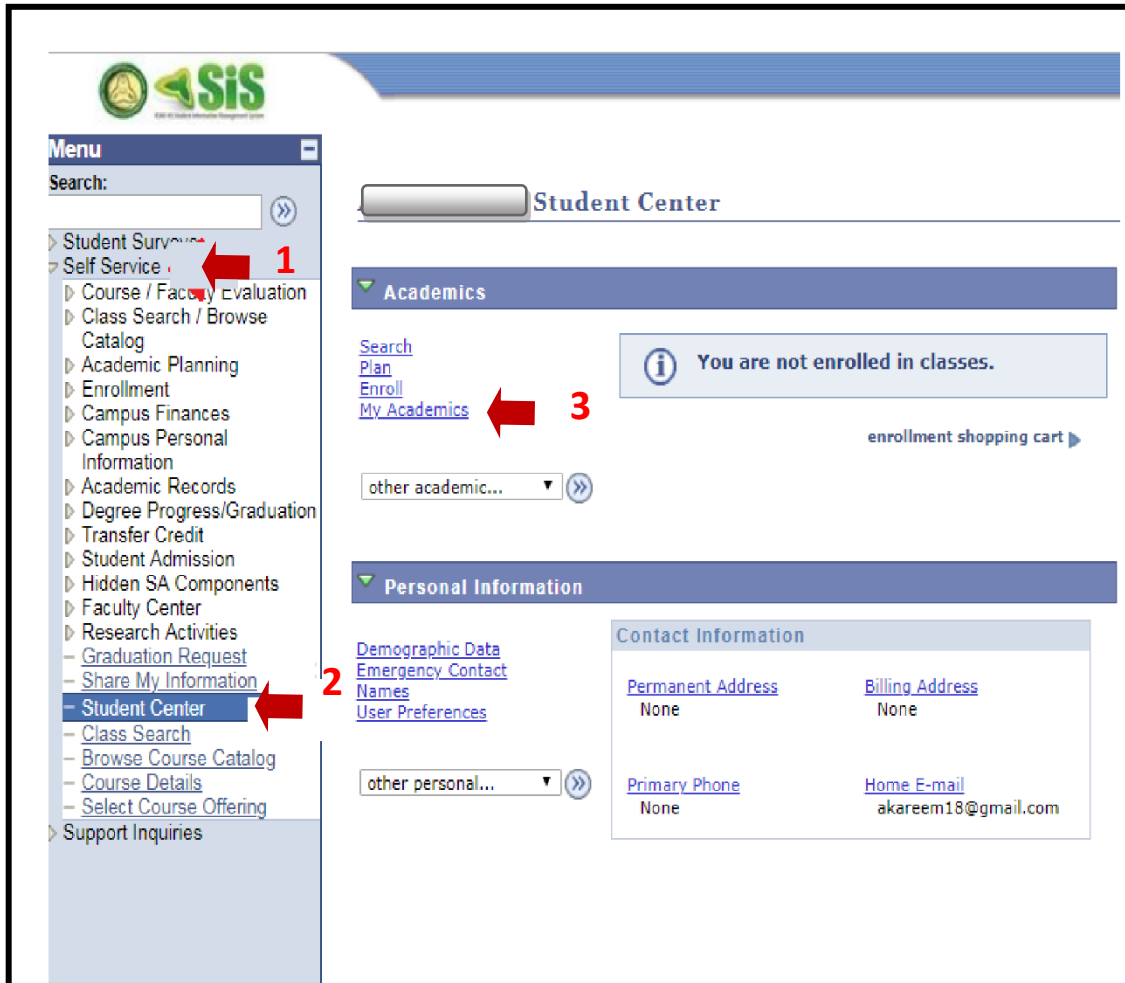


How to Process Student Make-up Exam Services:

1. Click on Self Services then click on Student Center then click on My Academics as picture below shows:



2. Click on Request for Make-Up Exam:

My Academics

Academic Requirements	
What-If Report	Create a what-if scenario
Advisors	View my advisors
Transfer Credit	
	Evaluate my transfer credits
	View my transfer credit report
Course History	
	View my course history
Transcript	
	View my unofficial transcript
Enrollment Verification	
	Request enrollment verification
Manage Program Status	
	Request Status Change
	View my request status
MakeUp Exam Request	
	Request For MakeUp Exam
	View MakeUp Exam Request

3. Mark the check box, then click on Next:

MakeUp Exam Request

Terms & Conditions

English Version:

1. Student need to agree to the following terms before submitting the request, system should not allowed student to submit a request without agreeing to this term:

:Arabic Version

1. يجب أن يكون العذر المقدم من جهة حكومية أو مستشفى حكومي (المستشفيات الخاصة لا تقبل)
2. يتحمل الطالب المسؤولية كاملة في حالة التزوير وسوف يحال لمجلس الكلية لاتخاذ الأجراء المناسب بحقه.

Terms and Condition Agreement **1** **2** Next

4. Select Course → Select Exam Type → Select the Request Reason → Upload Sick Leave → Submit.

Submit a new MakeUp Exam Request

Name:
Campus ID:
ID:
Term: 1823 First Semester of 2018/2019
Campus: KSAU-HS Riyadh Male **Academic Group**

Request #: 161 **Request Date:** 11/28/2018 **Approval Status:** Pending

Academic Institution: KSA Univ. for Health Sciences
Academic Career: Undergraduate

Course ID **1. Select the Course**

Exam Type: **2. Select the Exam**

Request Reason: **2. 3. Select the**

Request Detail:

File Attachments Personalize | Find | View All | | | |

	Attached File	View	Add Attachment
<input type="checkbox"/>	1	View	Add Attachment

3. Upload the Sick Leave

Then the last step is "Submit"

Submit

5. To check the status of submitted requests, click on View Make-UP Exam Request:

The screenshot shows a web interface titled "My Academics". It contains several sections with links:

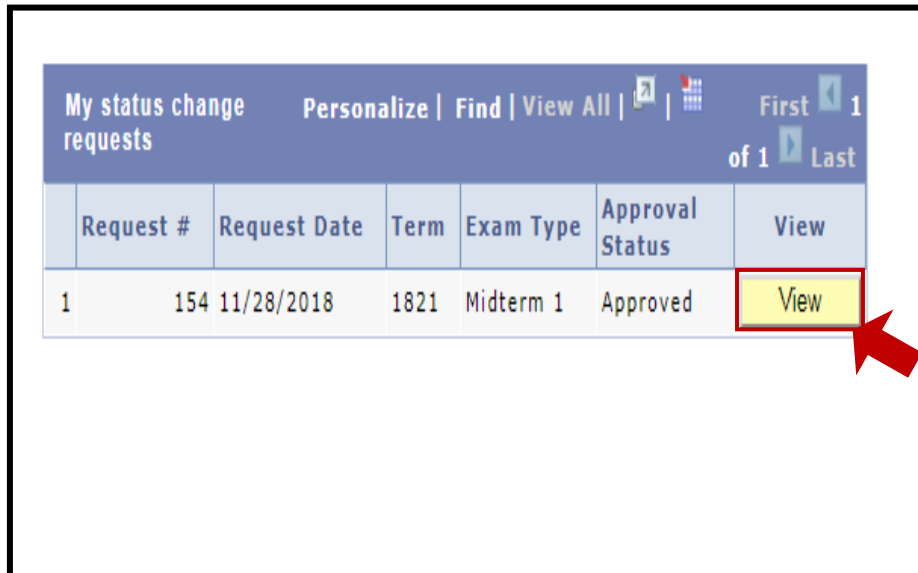
- Academic Requirements**
 - What-If Report** [Create a what-if scenario](#)
 - Advisors** [View my advisors](#)
- Transfer Credit** [Evaluate my transfer credits](#)
[View my transfer credit report](#)
- Course History** [View my course history](#)
- Transcript** [View my unofficial transcript](#)
- Enrollment Verification** [Request enrollment verification](#)

Below these are two empty rectangular boxes. Further down, there are two more sections:

- Manage Program Status** [Request Status Change](#)
[View my request status](#)
- MakeUp Exam Request** [Request For MakeUp Exam](#)
[View MakeUp Exam Request](#)

A red rectangular box highlights the "View MakeUp Exam Request" link, with a red arrow pointing to it from the right.

6. Click on View:



My status change requests Personalize | Find | View All | First 1 of 1 Last

Request #	Request Date	Term	Exam Type	Approval Status	View
1	154 11/28/2018	1821	Midterm 1	Approved	View