



Medical Submission Form

Program & Semester: Higher Diploma in IT & BM (Year 01 Semester 01)

Examination: Final Examination

Intake: November 2024

Instructions for Submission:

1. Eligibility for Submission:

Students who are unable to attend the examination **due to medical reasons** must submit an **acceptable Medical Certificate(s) covering the period of absence**. This must be submitted **within 24 hours** from the date of the examination or from the examination of the relevant module(s), as applicable.

2. Submission Requirements;

- **Medical Certificate(s):** The certificate must be issued by one of the following:
 - Government Medical Hospitals
 - Medical Practitioners certified as authentic by the SLMC
- **Completed Application Form:** The form below must be duly filled out and submitted along with the Medical Certificate(s).
- **Form Link:** <https://forms.gle/YwheJUPuHZcLRUKw8>

3. Concessions for Medical Grounds:

Students whose Medical Certificates are deemed acceptable will be eligible for an 'IC' (Incomplete) grading. This grade allows students to reattempt the examination as a first attempt student and obtain the applicable grade based on their next attempt.

4. Next Examination Registration:

Students must make the necessary registration for the next examination through the official process, which may require payment.

Student Affairs Division

19/05/2025