



## Medical Submission Form

**Program & Semester:** Higher Diploma in IT & BM – Year 02 – Semester 02

**Examination:** Final Examination

**Intake:** July 2023

### 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/gCFVHb2juoUE7Sko7>

#### 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**

**23/05/2025**