

STUDENT ID NUMBER

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SAS 22

P.O. Box 7222 Nasinu FIJI. Telephone: (679)3394000 Website: www.fnu.ac.fj

APPLICATION FOR SUPPLEMENTARY ASSESSMENT

[This form is to be used ONLY by students who have scored a grade of DNQ or D+ with their total mark greater than 45% in a unit]

A PERSONAL DETAILS

Surname: _____ First Name: _____

Other Name(s): _____ Date of Birth: _____
(DD/MM/YY)

B PROGRAMME OF STUDY

College: _____ Campus: _____
Programme Enrolled In: Major 1 Major 2 Minor

C UNIT(S) DETAILS

Course Code	Course Name	Last Attempted		Current Term	
		Year	Term	Year	Term <i>(please specify)</i>

Student Signature_____
Date (DD/YY/MM)

D FOR OFFICIAL USE ONLY

1. LECTURER INCHARGE / COURSE COORDINATOR TO VERIFY SUPPLEMENTARY ASSESSMENT DETAILS

A. Grade Verification <i>[Please Tick options]</i>	B. Type of Assessment Offered To Student <i>[Please Tick options]</i>	LECTURER IN-CHARGE/COURSE COORDINATOR
i. Student scored more than 45% and less than 50% in a course <input type="checkbox"/> Or ii. Student received a DNQ grade of total marks of 50% or more <input type="checkbox"/>	i. Exam <input type="checkbox"/> ii. Others form of assessment <input type="checkbox"/> <i>(Details to be provided to student)</i>	Signature: Date: (DD/MM/YY)
2. HOS/HOD Signature:	Date: (DD/MM/YY)	Stamp:
3. DEAN Signature:	Date: (DD/MM/YY)	Stamp:

4. FINANCE DEPARTMENT

Amount Paid: \$ _____

Receipt Number: _____

Finance Processing Officer:

Date:
(DD/MM/YY)

Stamp:

5. STUDENT ACADEMIC SERVICES

Examination Section:

Date:
(DD/MM/YY)

Stamp:

NOTE: The application for supplementary assessment will only be considered as *complete* once the form reaches the Exam Office after approval from the College/Course Instructor and payment of fees to the Finance. The Examination Office needs to vet, endorse & stamp the form, and then only the student's name will appear in the exam attendance list for SE or SA. Failure to submit the form to the Examination Office on time will disqualify the student from sitting for his/ her SE & SA. Hence, it is the responsibility of the College and/or the student to make sure the form reaches the Examination Office on time.