

填寫本表格前，
請先參閱「重要事項」。
Please read the 'Important Notes'
before completing this Form.

向成績評核委員會提交有關考試之特殊情況資料

SUBMISSION OF SPECIAL CIRCUMSTANCES INFORMATION TO THE AWARD COMMITTEE

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (*先生/女士)

Name (*Mr/Ms): _____

英文 (English)

中文 (Chinese)

學生編號

Student No.: _____

考生編號

Exam No.: _____

聯絡電話

Tel.: _____

*請刪去不適用者 *Please delete as appropriate

特殊情況資料 SPECIAL CIRCUMSTANCES INFORMATION

你是否已出席下列科目的考試？

Have you attended the following course examination?

是

Yes

否

No

註：如果你沒有出席考試，你應遞交 **E-DA 表格** 以申請延期考試。

NOTE: If **No**, you should apply for examination deferment by submitting the **Form E-DA**.

Special Circumstances 特殊情況	Examination Date 考試日期	Course Code to which this information applies 受以下情況影響之科目編號

本人謹向成績評核委員會申報以下資料：

I wish the following information to be made available to the respective Award Committee:

茲連同本表格呈上 _____ 證明文件（如醫生證明書）合共 _____ 頁。

I have submitted with this form _____ pages of supporting evidence (e.g. medical certificate) of _____.

聲明 DECLARATION

本人謹此聲明，此申請表及附上之證明文件所載一切資料依本人所知均屬真確，並無遺漏。否則，本人明白校方得保留權利，重新考慮有關成績，並可向本人採取紀律處分。

I declare that all information given in this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete. Otherwise, I understand that the University reserves the right to re-consider the course result and take disciplinary action against me.

學生簽署

Signature of Student: _____

日期

Date: _____

請填妥下格，以便本處寄回收訖通知。如你於寄出本表格後十天內仍未收到本處的收訖通知，請致電 2768 6688 或電郵至 regexam@hkmu.edu.hk 與考試及評核組聯絡。

Please complete the box below so that we can send you an acknowledgement. If you do not receive our acknowledgement within 10 days from your posting of this form, please contact the Examinations & Assessment Team at tel. no. 2768 6688 or email to regexam@hkmu.edu.hk.

姓名 Name: _____
地址 Address: _____ _____ _____

敬啟者:

Dear Student

本處已收到你的 E-SE 表格，並會將有關資料連同所提交的證明文件呈交有關科目的成績評核委員會考慮。

We acknowledge the receipt of your Form E-SE and will bring it together with any supporting documents to the attention of the appropriate Award Committee.

教務處考試及評核組

Examinations & Assessment Team, Registry

P.T.O.

重要事項**IMPORTANT NOTES**

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry, or the Data Protection Officer.
- 2 學生如於應考時，或在考試日期前三週內（包括考試當日），遭遇一些事故足以影響其考試表現，可填妥本表格向成績評核委員會呈報。
This form should only be used when you wish to bring to the attention of the Award Committee any matter occurring during the examination or in the three-week period up to the examination date (including the examination date itself) which you believe has affected your performance in the examination.
如遇以下情況，考生應先行參加考試，然後利用本表格呈報該事項：
If you are under one of the following circumstances, you are advised to attend the examination and use this form to report your circumstance afterwards:
 - (i) 稍微不適，如輕微感冒或咳嗽等 suffering from mild illness e.g. minor influenza, mild coughing etc;
 - (ii) 考試中途感到不適 to be taken ill during an examination;
 - (iii) 家人於臨近考試日期逝世 death of a family member close to the examination date.
- 3 學生必須詳細報告是項特殊情況及寫上發生日期。如因考試中途感到不適，請詳述病發及持續時間。學生亦必須在表格上註明隨表附上之證明文件（如醫生證明書）。成績評核委員會 不會考慮 未有遞交證明文件之特殊情況資料。如學生呈交醫生證明書，須知會註冊執業醫生該文件乃用以證明學生於 考試當日或之前 患病，而個別學院則要求醫生證明書須清楚記錄學生的診症時間。有關詳情，請參閱學生手冊有關「特殊情況」。
Always give details account of the special circumstances with relevant date(s) and attach supporting evidence. In the case of illness during an examination, give details of when it occurred and how long it lasted. Give details at the bottom of the form of the kind of evidence attached (e.g. medical certificate). The Award Committee will NOT consider special circumstances information without relevant supporting evidence. If you are submitting a medical certificate, you must ensure that the certified medical practitioner clearly understands that the medical certificate is required to cover illness shortly before or during the examination. Individual Schools require that the time of consultation be clearly marked on the medical certificate. For further details, please refer to Student Handbook on "Special Circumstances".
- 4 每份表格只可為一個科目申報特殊情況資料，如有需要，請影印此表格。
Use ONE form for one course only. Please make copies of this form if necessary.
- 5 請勿使用此表格申報考試缺席（請用 E-DA 表格）。
Do NOT use this form to report absence from examination (use Form E-DA).
- 6 學生必須於該科 考試日期後七天內 將填妥之表格交至九龍何文田牧愛街三十號五樓 A0511 室香港都會大學教務處考試及評核組或電郵至 regexam@hkmu.edu.hk。
The completed form should reach the Examinations & Assessment Team of the Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon or by email to regexam@hkmu.edu.hk no later than 7 days after the examination concerned.
- 7 此表格必須依時遞交予考試及評核組，否則，概不受理。請勿把表格寄給學科主任或導師。
It is most important that you send in the form to the Examinations & Assessment Team promptly, late submission will NOT be accepted. Do not send the form to your Course Coordinator or tutor.
- 8 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受託人之姓名及香港身份證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。
If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name and HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University.
- 9 校方是根據學生所提供的資料及證明文件考慮事件對其成績造成的影響（如適用）。假若發現有虛報資料或提供偽證的情況，校方得保留權利，重新考慮有關成績，並可向有關學生採取紀律處分。
Special consideration, if any, is given subject to the verification of the information and/or supporting documents provided by you. The University reserves the right to re-consider the course result of the student for any falsified evidence submitted. Disciplinary action may also be taken against the student(s) concerned.
- 10 如有任何查詢，請於辦公時間內致電 2768 6688 與考試及評核組聯絡。
For any enquiries, please contact the Examinations & Assessment Team at 2768 6688 during office hours.