

MISSING MARKS REQUEST FORM

Instructions

- Please fill in all the details required.
- Please liaise with the Examination's office to get all your missing marks.
- Please make a copy of this form and return the original to the Registrar's office. Keep your copy until you receive results for all missing marks that have been reported.

STUDENT DETAILS

Name of Student: **Admission No:**

Year of Study: **Semester:**

School/Department:

Programme: **Specialization:**

Telephone:

Please indicate the details of the units with missing marks

	Unit Code	Unit Title	Semester course was taken	Lecturer's Name	For Official Use Only Marks/Comments
1					
2					
3					
4					
5					
6					
7					

Student's signature: **Date:**

FOR OFFICIAL USE ONLY

Verified by: **Sign:** **Date:**

Examination Officer

Approved by: Sign: **Date:**

VC/DVC