

Application for Late Assessment

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study ☐ Full-time ☐ Part-time

Student No.

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Programme Code

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 - Stream Code

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II. APPLICATION DETAILS

- (a) I wish to apply for late assessment on the following subject(s) in **Semester One/ Semester Two/ Summer Term *** in the Academic Year 20__ / __.

Examination Subject(s) Not Taken		Date of Absence (dd/mm/yyyy)
Subject Code	Subject Title	
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.

- (b) Reason(s) for absence from examination # _____
- _____
- _____

Supporting documents should be accompanied.

III. DECLARATION OF STUDENT

I declare that the information given in support of this application is true and correct. I authorise the College of Professional and Continuing Education (CPCE) and its designated officer(s) to approach the respective issuing organisation(s) or professional(s) of the supporting document(s) for verification of authenticity when processing this application. I also understand that it is a serious offence to provide forged document(s), and disciplinary action shall be taken within CPCE where a case is identified. CPCE shall also reserve the right to report the forgery to the police.

Signature of Student _____ Date Click or tap to enter a date.

IV. FOR OFFICE USE ONLY

- ☐ This application is **approved/ rejected *** by the Subject Assessment Review Panel (SARP) on _____
- ☐ Notification sent to student by _____ on _____
- ☐ (For approved case) Late assessment fee settled on _____ and checked by _____
- ☐ Computer record updated by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Students who have been absent from an examination or are unable to complete all assessment components of a subject because of illness, injury or other unforeseeable reasons (other than academic grounds) may apply for a late assessment.
2. Application for late assessment will be referred to Subject Assessment Review Panel (SARP) concerned for approval as late assessment is not an automatic entitlement.
3. The application procedures are as follows:
 - i. Complete Sections I, II and III of this form;
 - ii. Submit the completed form **within five working days from the date of the assessment** together with any original supporting documents such as a medical certificate from a qualified medical practitioner recommending sick leave for the date of the assessment.
4. **The College of Professional and Continuing Education (CPCE) reserves the right to verify the authenticity of the supporting document(s) with the respective issuing organisation(s) or professional(s) for the purpose of processing this application. It is a serious offence to provide forged document(s), and disciplinary action shall be taken where a case is identified. CPCE also reserves the right to report the forgery to the police.**
5. You will normally receive written notification of the application result on the date that the assessment results of the semester/ Summer Term concerned are released.
6. If approval has been granted for a late assessment, that examination or other forms of assessment will be considered as a first assessment, and the actual grade attained will be awarded. You are required to settle a late assessment fee of **HK\$250 per subject** (for the 2026/27 academic year, which is subject to annual review) before taking the late assessment, or the result of your late assessment would be invalidated. Payment can be made by Octopus, through PolyU Online Payment Portal (POPP) or using the debit note obtainable from the CPCE Academic Registry. All fees paid are non-refundable and non-transferable.
7. Late assessments will be held at the earliest opportunity before the commencement of the following academic year (except that for Summer Term, which may take place within three weeks after the finalisation of Summer Term results, where appropriate).
8. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	In person:	CAR Service Counter, 3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
	Email:	cpce.ar@cpce-polyu.edu.hk