MAKE-UP EXAMINATION WORKFLOW DIAGRAM

Workflow Process	Responsible Unit
An application is submitted to the Dean's Office/Directorate	Student
Make-up examinations are conducted on the dates specified in the Academic Calendar.	"Student – Dean's Office/Directorate
Has the valid excuse been documented?	Dean's Office/Directorate
No → The right to a make-up examination is not granted.	Dean's Office/Directorate
Yes → At the Academic Unit Administrative Board meeting, it isdecided to grant the student the right to take the make-up examination.	Dean's Office/Directorate
The decision is forwarded to the Directorate of Student Affairs.	Dean's Office/Directorate
The make-up examination is conducted/held within the dates specified in the Academic Calendar.	Dean's Office/Directorate
The make-up examination grade is entered into CAU360	Directorate of Student Affairs
The process is completed.	