

TUNG WAH COLLEGE

Guidelines for Special Approval of Supplementary Test/Examination Based on Medical Grounds

Introduction:

This document provides comprehensive guidelines for TWC students applying for a supplementary test/examination due to medical reasons. It outlines guidelines for TWC students who need to apply for a supplementary test/examination due to medical reasons. The supplementary test/examination provides an opportunity for students who have missed a test or an examination due to medical reasons to demonstrate their understanding and knowledge of the course material, ensuring fair and equitable assessment while supporting their academic progress.

Application for Supplementary Test/Examination:

Students who have missed a test or an examination due to hospital confinement, illness, injury, or personal emergencies are eligible to apply for a supplementary examination. The following medical situations may be considered for special consideration:

- a. Unexpected acute illness.
- b. Re-occurrence of a chronic illness.
- c. Temporary impairment resulting from an accident.

As per the Student Handbook clause 3.3.2 on Absence from Assessment, students should submit their application to the Registry within 7 working days of the missed examination, accompanied by appropriate supporting medical documents.

Supporting Evidence:

To support your application, you must provide a completed medical certificate issued by a registered medical practitioner in Western or Chinese Medicine. The certificate should confirm one of the medical situations mentioned earlier (a, b, or c). The certificate should be on official letterhead and include the following details:

1. Date of the medical examination.

2. Nature, severity, and duration of the medical complaint.
3. The medical practitioner's professional opinion regarding the impact of the condition on your ability to sit the examination on the relevant date.

It is important to note that supporting documentation for medical or psychological reasons must result from a face-to-face consultation with a medical practitioner. Medical certificates without a consultation will not be accepted.

Points to Consider when Providing Evidence:

- i. A statement simply declaring that you were 'not fit for duty' or 'suffering from a medical condition' may not be sufficient unless it includes the information mentioned in points 1, 2, and 3.

For examples, for point 3:

"The patient is not fit to travel to school to sit for the test/examination due to their medical condition."

"The patient's current symptoms prevent them from being able to focus and respond adequately during a test/an examination."

"The patient's condition requires rest and medical treatment that prevents them from taking the examination on the scheduled date."

- ii. Medical certificates must be original. It is recommended that you retain a photocopy of the completed application for your records.
- iii. The supporting documentation should account for the specific dates mentioned in your application.
- iv. Medical certificates are legal documents and cannot be backdated.
- v. Medical certificates issued by close associates or immediate family members, such as parents or siblings, will not be accepted by the College.
- vi. The College/School conducts regular audits to verify the authenticity of medical certificates, letters, and supporting documents issued by registered medical practitioners.
- vii. Submitting fraudulent or misleading documentation may lead to disciplinary action as per the College's policies.
- viii. Normally, students are allowed to apply for the supplementary test or examination for the same course only once.

Registry

8 July 2024