

The mechanism of providing student excuses for continuous assessment and practical exams for the year 1446 AH



Dear students:

The Academic Services Unit wishes you success and would like to refer to the policy for submitting excuses for continuous assessments and practical tests, including:

(Quizzes, Practicals, assignments, tutorials, presentations, etc.)

Mechanism for submitting excuses

The student fills out the form for studying excuses, which is available on the college website and the Academic Services Unit (excuse study request form)	
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The completed application with the supporting documents will be submitted by e-mail to the concerned department within five working days from the date of the test or evaluation held, and any application submitted after the end of the specified period will not be studied.	
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In the event that the excuse is accepted, the student will be contacted by the department to determine the date of the alternative test, or inform the student that the excuse is not accepted with the reasons	
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<ul style="list-style-type: none">• All alternative tests are held in person regardless of the nature of the base test.• The grade allocated to the remote exam is canceled in the event of submitting a request for repetition due to technical problems, and the score of the alternative test is calculated only.• Quizzes and other assessments are held in coordination with the course course.• Practical tests shall be held at the time deemed by the department, provided that the completion of all alternative practical tests by the end of the sixteenth week.• Accuracy must be ensured while filling in the data to avoid return of the request.• The student is given (zero) in the event of absence from the alternative test (or evaluation), and he/she is not entitled to submit a request for re-testing (or evaluation) again, and the department has an exception from that due to force majeure circumstances such as being arrested by police for judicial or security rulings or in the event of hospitalization.	Important Notes

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General Guidelines

- **Medical review scenes will not be accepted** and a sick leave compatible with the test day should be attached from the Seha platform and issued by **government hospitals only**.
- In the event that the sick leave issued by the Seha platform is issued by **a government health center, private hospital, or private health center**, a detailed medical report **issued and stamped by the health facility showing the diagnosis and condition of the patient and signed by the medical director of the facility** should be attached.
- Excuses issued by centers that have been proven to follow illegal ways of issuing sick leave will not be accepted.
- An excuse for exceeding the number allowed in submitting excuses (three excuses during the academic year) will not be studied, except for exceptional and special cases).

Acceptable excuses for absence in tests

- Sick leave or in cases of hospitalization, and the college is informed within five working days from the date of discharge from the hospital and a medical report proving the condition.
- In case of accompanying the patient: The excuse is accepted in the event that the patient is a first-degree relative, taking into account that the accompaniment letter must be submitted by the patient relations department and certified by the hospital stamp.
- In the event of the death of a first-degree relative, a copy of the death certificate and proof of the degree of kinship of the deceased shall be attached. Relatives covered are: mother, father/husband, wife/son, daughter/brother, sister/grandfather or grandmother.
- In case of traffic accidents , an official report certified by the Traffic Department shall be attached.
- Arrest or imprisonment, and the student must inform the college with a letter from the party in which he was arrested.
- Postpartum leave is accepted within a maximum of two weeks from the date of delivery.
- When participating in official events or activities in which the university, college or ministry is a party, the approval of the college is required before participation, and it is the student's responsibility to inform the department before his absence if the period of absence includes tests.
- Compulsive and emergency personal and family circumstances such as: domestic violence, health symptoms for which there are no medical reports, and these cases are

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estimated by the excuses committee within the department / college , and the committee has the right to assess the situation and accept the excuse, or reject it.

- Confirmed appointments from official bodies, such as certified court hearings , or appointments for hospitals outside the region, which cannot be postponed.
- Excuses related to: flight bookings, social events such as marriage, forgetting or sleeping about test dates will not be accepted.

With sincere wishes for you to succeed

