



# J.N.N INSTITUTE OF ENGINEERING AUTONOMOUS

NAAC 'A' Grade | Approved by AICTE | Affiliated to Anna University

## Re – Test / Improvement Test Form for IAT/Model Exam

DATE: \_\_\_/\_\_\_/\_\_\_

<b>Registration Number</b>										
<b>Name of the Student</b>										
<b>Department</b>								<b>Semester</b>		
<b>Reasons for absence in Regular IAT/Model Exam</b> <small>(all supporting documents need to be enclosed)</small>	<b>1) Medical Grounds</b>									<input type="checkbox"/>
	<b>2) On-Duty (Participation in Academics/Sports/Placement/NCC/NSS)</b>									<input type="checkbox"/>
	<b>3) Major family functions / Condolence</b>									<input type="checkbox"/>
	<b>4) Others</b> _____									<input type="checkbox"/>

**List of Courses taking up Re-Test / Improvement Test (Kindly tick whichever is applicable)**

S.No	Course Code	Course Name	Re-Test	Improvement Test
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>

**Recommendations (Signature) from the concerned Course Handling Faculty**

<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>
<i>Course Code</i>	<i>Course Code</i>	<i>Course Code</i>	<i>Course Code</i>	<i>Course Code</i>	<i>Course Code</i>	<i>Course Code</i>

All the above details, enclosed documents are verified and **recommended**.

Class Counsellor	Signature	Head of the Department	Signature	Principal	Signature
	Name				

For Office Use:

Controller of Examination

P.T.O.

## **Guidelines**

Submit the re-test / improvement test form duly filled and signed by all those concerned and hand it over to the concerned Department Coordinator within the stipulated deadline.

- **Special Cases**
  - Students who have been stopped from writing the IAT/Model Exam for any administrative reason **MUST** get proper permission from the concerned Head of the Department and Principal before submitting the form.
  
  - Malpractice and Suspension Case: Students who are being reprimanded during a particular / all IAT/Model Exam are **NOT PERMITTED** to take up those IAT/Model Exam Re-Test / Improvement Test / Bulk Re-Test.

### **Deadline for submission of Forms for Re-Test / Improvement Test / Bulk Re-Test**

As a process, the examination section would give a detailed schedule before the start of each IAT/Model Exam which shall contain the deadlines. However, the common deadline would be as follows:

- All the Forms for (Re-Test /Improvement / Bulk Re-Test) must be submitted:
  - For IAT-1 and IAT-2: 5 working days before the start of next IAT Test.
  - For Model Exam: Within 5 days after Model Exam Test completion.

**Note:** Any changes in these would be intimated by the Office of Controller of Examinations then and there through circulars / other modes of communication.

**Re-Test / Improvement Test / Bulk Re-Test Exam fees shall be paid only at the college office by Cash.**

Proof of payment to be attached along with the Form.