

**Service:** Request for Special Exam

**Schedule of Availability of service:**

Monday – Friday  
8:00 am – 12:00 pm  
1:00 am – 5:00pm

**Who may avail of the Service:**

All enrolled students

**What are the requirements:**

1. Excuse letter duly noted by parents/guardian and Guidance Counselor
2. Medical Certificate, where appropriate

**Fee:** 50.00

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Present an excuse letter signed by parents/guardian to the Guidance Counselor  Present Medical Certificate to the Guidance Counselor	Evaluate the reasons/causes of missing the regular schedule test  Give a written recommendation	10 minutes	Guidance Counselor	
2	Proceed to the Cashier's Office and pay the corresponding fee	Issue Official Receipt	10 minutes	Cashier	BSC Official receipt
3	Proceed to the Registrar's Office and obtain a Special Permit Form	Issue Special Permit Form	3 minutes	Clerk/Registrar	Special Permit Form
4	Fill-out Application Form completely and have it signed by the concerned Department Chairman	Assess the student's reasons and the Guidance Counselor's recommendation	10 minutes	Department Chairman	Application form
5	Present the signed Special Exam Permit together with the Official Receipt to the respective Instructor	Administer Exam to the student		Instructor concerned	
End of Transaction					