

Application for Re-Examination Submission

1. Application for Re-Examination Due to Unforeseen Circumstances

To,
The Principal,
[Name of the School/College],
[Address],
[City]

Subject: Application for Re-Examination Due to Unforeseen Circumstances

Respected Sir/Madam,

I, [Your Name], a student of [Class/Year] and Roll No. [Your Roll No.], kindly submit an application for re-examination in the subject of [Subject Name], originally held on [Date of Examination]. Unfortunately, I was unable to attend the exam due to unforeseen circumstances that arose on that day.

On the day of the examination, [Briefly explain the reason for not attending the exam, e.g., a sudden health issue, a family emergency, or any unavoidable incident].

I understand the significance of examinations and have always been punctual and diligent throughout my academic journey. I assure you that my absence was beyond my control and not a result of negligence or carelessness.

In light of these unforeseen circumstances, I earnestly request you to kindly consider my situation and grant me permission to appear for a re-examination in the subject of [Subject Name] at the earliest opportunity. Your compassionate consideration will enable me to complete my academic requirements and maintain my academic performance.

I have attached the necessary supporting documents [if any, e.g., medical certificate, police report, etc.] to validate my absence from the examination.

Thanking you in anticipation for your understanding and cooperation.

Yours sincerely,

[Your Name]

[Class/Year]

Roll No. [Your Roll No.]

[Date]

2. Medical Emergency-based Application for Re-Examination Submission

To,

The Principal,

[Name of the Institution],

[Address of the Institution],

[City], [Pin Code]

Subject: Medical Emergency-based Application for Re-Examination Submission

Respected Sir/Madam,

I, [Your Name], a student of [Department Name] in the [Course Name], bearing Roll No. [Roll Number], kindly request your permission to allow me to appear for a re-examination following a recent medical emergency.

Unfortunately, I was unable to attend the [Subject Name] examination held on [Exam Date] due to a sudden medical emergency that required immediate hospitalization. The nature of the emergency was [briefly describe the medical emergency], and it resulted in my inability to appear for the scheduled examination. My absence was not intentional, and I sincerely regret missing this important examination.

In light of my situation, I humbly request an opportunity to appear for a re-examination at the earliest convenient date. I am enclosing a copy of my medical certificate and treatment summary from the attending doctor as evidence of my genuine medical emergency, as well as a copy of the official examination schedule highlighting the missed exam.

I understand the inconvenience this may cause, but I am hopeful that you will kindly consider my request and grant me the chance to make up for the missed

examination. I assure you that I will put in my best efforts to excel in the re-examination and maintain my academic performance.

Thanking you in advance for your understanding and support.

Yours sincerely,

[Your Name]

[Roll Number]

[Department Name]

[Course Name]

[Contact Number]

[Email Address]

3. Application for Re-Examination Following Incomplete Initial Attempt

To,
The Principal,
[Name of the School/College],
[Address],
[City], [Postal Code]

Subject: Application for Re-Examination Following Incomplete Initial Attempt

Respected Sir/Madam,

I, [Your Name], a student of Class [Your Class/Year], Roll No. [Your Roll Number], humbly request your kind permission to allow me to reappear for the [Name of the Exam/Subject] examination held on [Date of the Exam]. Due to unforeseen circumstances, I was unable to complete my examination attempt and had to leave the examination hall before finishing the paper.

On the day of the examination, I fell severely ill and despite my best efforts to continue with the exam, my deteriorating health made it impossible for me to focus and complete the paper. I had no choice but to submit my incomplete answer sheet and leave the examination hall to seek immediate medical attention. I have attached my medical certificate as proof of my unforeseen illness.

I am aware that it is not a common practice to provide a second chance for examinations. However, considering the unexpected circumstances, I kindly request you to grant me an opportunity to reappear for the exam. I assure you that I will put in my best efforts to perform well in the re-examination and contribute positively to the academic reputation of our esteemed institution.

I am hopeful that you will consider my case with empathy and allow me the chance to prove my dedication and hard work. I look forward to your positive response and the possibility of rescheduling the examination at your earliest convenience.

Thank you for your understanding and consideration.

Yours sincerely,

[Your Name]

Class: [Your Class/Year]

Roll No: [Your Roll Number]

Phone: [Your Contact Number]

Email: [Your Email Address]

4. Technical Issues Necessitating Application for Re-Examination Submission

To,
The Controller of Examinations,
[Name of Examination Board],
[Address],
[City, Postal Code]

Subject: Technical Issues Necessitating Application for Re-Examination Submission

Respected Sir/Madam,

I, [Your Full Name], am a student of [Course Name] at [Name of College/Institution], bearing the Roll Number [Your Roll Number]. I am writing this application to bring to your attention the technical issues I faced during the

[Name of Examination] held on [Date of Examination] which prevented me from completing the examination and to request for a re-examination.

During the examination, I encountered multiple technical issues, including but not limited to frequent disconnections, unresponsive server, and inability to upload my answers within the stipulated time. Despite contacting the helpdesk and attempting to resolve these issues, I was unable to complete the examination within the allotted time, affecting my performance and ability to fairly showcase my knowledge and understanding of the subject matter.

I understand the challenges posed by the current situation and the need for conducting online examinations, but I strongly believe that the technical issues I encountered significantly impacted the outcome of my examination. I kindly request your consideration in allowing me to reattempt the examination to ensure a fair evaluation of my academic abilities.

I have attached a copy of the error logs and screenshots of the issues faced during the examination for your reference. I hope you will understand my predicament and consider my request for a re-examination. I eagerly await your positive response and assure you of my best efforts in the upcoming examination.

Thanking you,

Yours sincerely,

[Your Full Name]

[Roll Number]

[Contact Number]

[Email Address]

[Date]

5. Application to Reschedule Exam Date for Personal Reasons

To,
The Principal,
[Name of the School/College],
[Address],

[City],

Subject: Application to Reschedule Exam Date for Personal Reasons

Respected Sir/Madam,

I, [Your Full Name], a student of Class/Year [Your class/year], would like to kindly request a change in the exam date for the [Subject] examination scheduled on [Original Exam Date]. Due to unavoidable personal reasons, it is impossible for me to appear for the exam on this date.

I understand the inconvenience this may cause and I assure you that this request is made only due to a pressing personal matter. I have been diligently preparing for the exams and have maintained good academic standing in the past.

I humbly request you to consider my situation and reschedule my [Subject] exam to a later date. I assure you that I will put in my best efforts to excel in the examination and uphold the reputation of our esteemed institution.

Thanking you in advance for your understanding and cooperation in this matter.

Yours sincerely,

[Your Full Name]

[Roll Number/Admission Number]

[Date]