



EDU
EAST DELTA
UNIVERSITY

EAST DELTA UNIVERSITY

Advancing Knowledge, Enriching Lives

Abdullah Al Noman Road, Noman Society, East Nasirabad, Khulshi
Chittagong: 4209, Bangladesh

“I” Examination Form

Date : _____
d d / m m / y y

1. Student's Information (to be completed by the concerned student):

Name:		ID:
Semester:	Program:	
School:		Department/Major:
Course Code:	Course Title:	
Section:	“I” application semester:	
This course is offered in this semester: Yes/ No		

Signature (with date)

2. Final Examination Details (to be filled by the relevant Exam Committee):

Current Course Teacher's Name and Affiliation (if offered):		
Previous Course Teacher's Name and Affiliation (if not offered):		
Examination Date:	Examination Time:	Examination Venue:
Invigilator's Name and Affiliation:		Examiner's Name and Affiliation:
Examination Script Number :		Name and Signature of Exam Committee (with date):
_____ Invigilator's Signature with Date:		

3. Grade Update Form, which is attached herewith, has to be enclosed with this form.



EAST DELTA UNIVERSITY

Advancing Knowledge, Enriching Lives

Abdullah Al Noman Road, Noman Society, East Nasirabad, Khulshi
Chittagong: 4209, Bangladesh

GRADE UPDATE FORM

EDU
EAST DELTA
UNIVERSITY

Date : _____
d d / m m / y y

Instructors may use this form to authorize the Controller's Office to record a grade change, such as in instances of clerical error or recalculation that merited a change in a student's final grade. This form should also be used to notify the Controller's Office of a final grade for a student who has submitted coursework to satisfy an Incomplete ("I") grade.

1. Student's Information (to be completed by the concerned instructor):

Name:		ID:	
Semester:	Program:		
School:		Department:	

2. Course applied for grade change (to be completed by the concerned instructor):

Course Code:	Course Title
Section (if any)	
Instructor's Name, Designation and Affiliation:	

3. Previously obtained marks (and grade) in the above-mentioned course (to be completed by the relevant course instructor):

Class Attendance and Performance	Class Test/ Viva-voce/ Quiz	Assignment(s) / Presentation(s)	Midterm Exam	Final Exam	Total Marks	Grade

4. Changed/added marks (and grade) in the above-mentioned course (to be completed by the relevant course instructor - please highlight/encircle the changes):

Class Attendance and Performance	Class Test/ Viva-voce/ Quiz	Assignment(s) / Presentation(s)	Midterm Exam	Final Exam	Total Marks	Updated Grade

5. Grade changed from to

6. Reasons (if any) for grade change (additional pages may be attached)

7. Required Approval:

S/L	Designation	Signature with Date	Remarks
1	Course Instructor		
2	Chair/Coordinator		
3	Controller of Examinations (In-charge)		

For Office Use Only

Controller's Office	Name and Designation	Signature with Date
Received by		
Processed by		

**Every signee will receive a copy of this form.