

The makeup examinations are held for students who, for unavoidable reasons, were unable to take the semester-end examinations.

1. Applicable Courses

For all examinations held during the Fall Semester-end Examinations Period, excluding language courses.

*In-class examinations do not apply

2. Criteria to take Makeup Examinations

The approved reasons for taking the makeup examinations and documentation for submission are as follows.

In principle, a telephone interview with an academic counselor will take place regardless of the reason. Interviews will be conducted sequentially on January 22 from 10:00 a.m. onward. Please ensure that you can answer your phone when called. If an interview cannot be held, permission to take makeup examinations may not be granted.

(1) Funeral (first- or second-degree relatives)

Students will require documentation that objectively certifies that they attended a funeral, such as a funeral attendance thank you letter, etc.

(2) Taking a national examination (certified public accountant)

Students will need to submit a copy of their examination slip.

(3) Illnesses (including Contagious diseases designated by the Ministry of Education, Culture, Sports, Science and Technology)

Students will require a medical certificate (Notes 1) to be issued by a medical institution certifying that they were ill on the day that the semester-end examination was held for the course in question (students cannot apply for a makeup examination without a medical certificate).

Note 1 The medical certificate must state that it was necessary for the student to rest on the day he or she was absent for the semester-end examination.

***An application may not be approved if the student had taken the semester-end examination for another course held on the same day.**

(4) Other reasons

Official certification is required that clarifies the reason for absence from an exam.

If a student could not take an exam because of telecommunication failures, a record of the student's correspondence with the subject coordinator will be required (screenshots of e-mails, etc.)

Furthermore, it is in principle necessary to contact the subject coordinator regarding any problems no later than 15 minutes after the conclusion of the allotted time for the exam of the course in question.

3. Application Procedures

How to apply

Online application form

<https://forms.gle/2acEt3YMyG4yhQMm7>

*You will not be able to open the form if you are logged into a Google account other than keio.jp. Please log out of all accounts and close the browser before relogging into keio.jp.

* If you are asked to submit additional documents or original documents (e.g. medical certificate) of the evidence you uploaded, please follow our instructions and submit them as soon as possible.

Application Period	December 23 (Wed.) to January 22 (Fri.), 11:30 am *In principle, please make an application on the day the semester-end examination is scheduled.
Examination Fee	No fee is required
Timetable Announcement	February 15 (Mon.) 6:00 pm (tentative) on the semester-end examinations web page
Examination Dates	February 22 (Mon.), 23 (Tues.), 24(Wed.)

4. Other Items of Importance

- Please be aware that the grades awarded in the case of applications to take makeup examinations for reasons other than (1) or (2) listed in “2. Criteria to take exams” will be one grade lower than the grade that would have been awarded for the semester-end examinations (this semester, the grades awarded in the case of missing exams due to infectious diseases designated in the School Health and Safety Act will also be lowered by one grade); however, consideration may be given for certain reasons given under (4).
- **Any false declaration made on the application to take a makeup examination will be treated as an act of academic misconduct.**
- Students will be unable to apply to take a makeup examination if they failed to attend the semester-end examination due to the fault of the individual student, such as arriving late at their own convenience or mistaking the start time of the examination.
- Students cannot apply to take a makeup examination if they took the semester-end examination for the course in question during the semester-end examinations period.
- Late application will not be accepted for any reason whatsoever.
- For further information concerning the makeup examinations, please refer to the general notes section of the Course Registration Guide (page 47).