

Postponing Exams Steps and Instructions

إدارة شؤون الطلبة والخريجين
Student and Alumni Affairs Department



Arabia Open University
Jeddah - Jeddah

1) Login to the Student Information System (SIS)

2) Select " Other services "




Examination Slip


Postpone Exam


Complaints


Aid Request


E-Services


Appeals

Postpone Exam

Department: Examinations

Use this section to submit a postponement request

[Go To Service](#)

3) Select " Postpone Exam "

4) Select " Go to service "



Postpone Exam

Home > Other services > Postpone Exam

Examination Sessions

Session Name	Academic Year	Academic Semester	Session Type	
Final	2024	2		View Courses
Intensive courses-2	2024	2	Regular Finals	View Courses

2 Records - Showing 1 to 2

Examination Session Courses

Course Code	Assessment Type	Assessment Name	Can Present	Request Log
AR112	FINAL	Final Exam	1	Add Postpone Request
T318	FINAL	Final Exam	1	Add Postpone Request
MI09	FINAL	Final Exam	1	Add Postpone Request

3 Records - Showing 1 to 3

5) Choose exam type

MTA : Mid Term Assessment

Intensive courses : Intensive English Courses

Finals : Final Exams

After selecting the exam type, the registered courses will appear, and the student can choose the required course.

6) Select " Add Postpone Request "



ROU
جامعة الشرق الأوسط
Arab Open University
Saudi Arabia

Home Registration

Postpone Exam

Examination Session

Session Name

Final

Intensive courses

2 Records - Showing

Examination Session

Course Code

ARI12

T318

M109

3 Records - Showing

Add Postpone Request

Course Code *

ARI12

Reason Type *

Reason Comment *

Minimum 3 and Maximum 250 characters

Upload Document(s)

Students should read and agree the following:

- The student should attend the make-up exam in the next following semester.
- The make-up exam contents may differ from the original exam, and it is the student's responsibility to follow with the tutor for the required course contents included in the make-up exam.
- The student should check the date for make-up in the schedule.

الطلبة يجب أن يقرأوا ويوافقوا قبل تقديم طلب التأجيل على التالي:

- الطالب عليه أن يحضر الامتحانات المؤجل في أول انعقاد تالي له ويحدد أقصى الفصل الدراسي الأول 2023-2022
- محتوى الامتحانات المؤجل قد يكون فيه اختلاف عن الامتحانات الأصلي ، وعليه فإن الطالب هو المسؤول عن متابعة المحتوى المطلوب في الامتحانات المؤجل من قبل الأستاذ المعني.
- تأمل الاطلاع على مواعيد التأجيل والتأكد من الفترات المحددة.

☐ I agree to the terms and conditions

Submit

7) Choose reason type

8) Explain the excuse

9) Attach supporting documents (if applicable)

10) Select " I agree to the terms and conditions "

11) Select " Submit "