

**SONA COLLEGE OF TECHNOLOGY, SALEM  
(Autonomous)  
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**REQUISITION FORM FOR RE –TEST (CIE)**

<b>Retest Permission for</b> (tick the concerned category)	<input type="checkbox"/> <b>CIE Test – 1</b>	<input type="checkbox"/> <b>CIE Test – 2</b>	<input type="checkbox"/> <b>CIE Test – 3</b>
<b>Name of the Student</b>			
<b>Degree and Department</b>		<b>Section</b>	
<b>Register Number</b>			
<b>Semester</b>			
<b>Reasons for absence in CIE Test</b> (all supporting documents need to be enclosed)	1) Medical Grounds <input type="checkbox"/> 2) On-Duty (Participation in Academics/Sports/Placement/NCC/NSS) <input type="checkbox"/> 3) Major family functions / Condolence <input type="checkbox"/> 4) Others _____		

**Permission to take up the Retest**

S.No	Course Code	Course Name
1)		
2)		
3)		
4)		
5)		
6)		

**Improvement**

(only one course is permitted – Payment Receipt to be enclosed)

S. No	Course Code	Course Name
1)		

All the above details and enclosed documents are verified.

**Class Counselor**

**Recommended by the HOD**

**Dean -Student Affairs**

**COE**