

缓考在线申请指南

Guide for

Online Application for Make-up Examination

1. 电脑端提交 Submission on PC	2
1.1 登录系统 Login the BNBU Portal.....	2
1.2 搜索“缓考申请表单” Search for the “Application Form for Make-up Examination”	2
1.3 填写申请表单 Fill in the Application Form	3
1.4 查看审批结果 Announcement of Result.....	5
2. 手机端功能 View your Application Results using Mobile Devices	6

1. 电脑端提交 Submission on PC

1.1 登录系统 Login the BNBU Portal

通过浏览器（推荐 Chrome, Firefox），访问 BNBU Portal <https://portal.bnbu.edu.cn>

Visit BNBU Portal at <https://portal.bnbu.edu.cn> (recommended browsers: Chrome/Firefox).

(1) 输入你的 BNBU 电子账号 (例如: m712345678)
Enter your BNBU username (for example:
m712345678)

(2) 输入你的 BNBU 电子账号密码
Enter your BNBU password

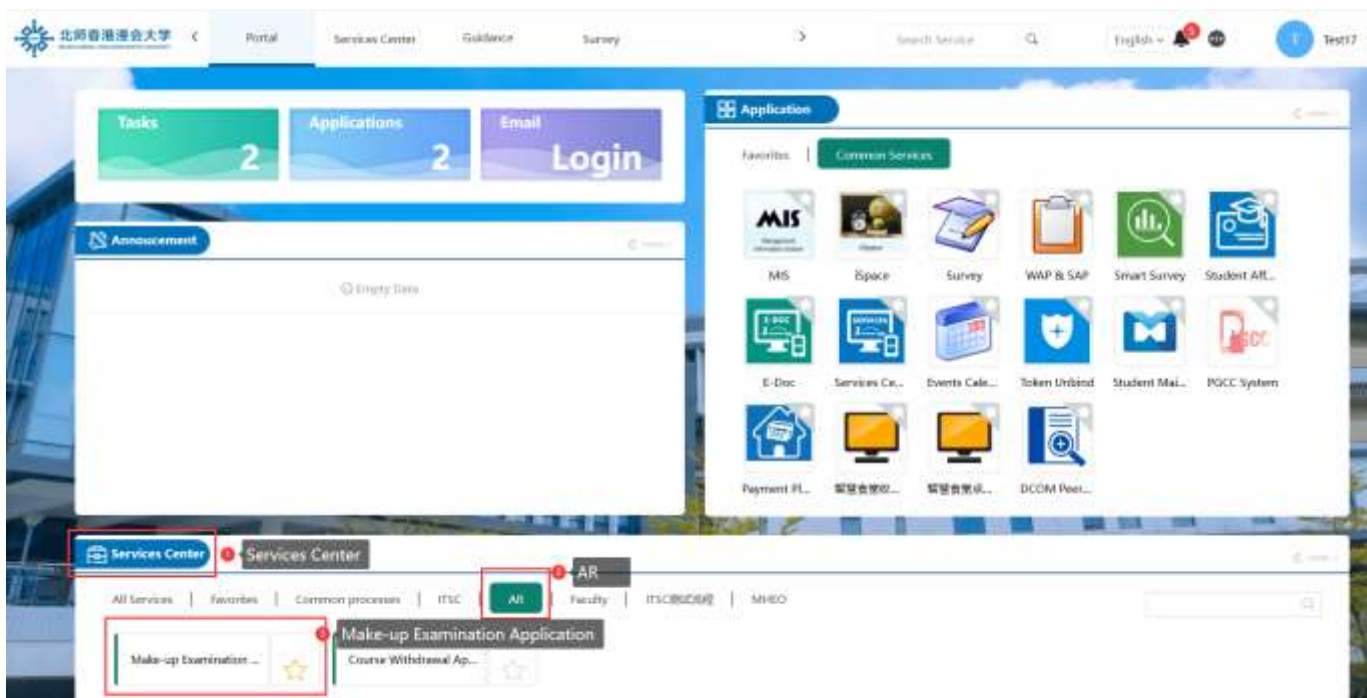
(3) 点击“登录”
Click “Sign in”



1.2 搜索“缓考申请表单” Search for the “Application Form for Make-up Examination”

在页面下端“服务中心”区域找到“教务处”，点击进入“缓考申请”。

Click “AR” under “Services Center”, then click “Application Form-Make-up Examination”.



1.3 填写申请表单 Fill in the Application Form

- (1) 填写表单信息（带星号的区域为必填项），然后点击“Submit”提交申请。提交申请后，系统会自动生成申请编号，确认已收到你的申请。

Please fill in all mandatory information (those fields marked with a red asterisk * is mandatory), then click “Submit” to complete your application. An application reference number will be generated after your submission to acknowledge receipt of your application.

- (2) **注意：**申请提交后不可修改，仅在被驳回后可编辑并重新提交。如需修改已提交的表单，请发送邮件至ugexam@bnbu.edu.cn。

Once submitted, the application cannot be modified. You may only edit and resubmit if it is rejected. To modify submitted application, please email: ugexam@bnbu.edu.cn

- (3) 同一张表单可以申请 1 门或多门科目。

You can apply for make-up examination for a course or multiple courses in one form.

- (4) 请在指定时间内使用在线电子表单提交申请。不接受纸质申请表或逾期申请。

Please submit your application via BNBU portal within the stipulated period. Late or paper application will not be entertained.

Make-up Examination Application

Important Note

For any extenuating circumstances such as illness, injury or other personal emergencies, you have the option to request for make-up examination via the online application system **no later than three days after the missed examination**. Please note that **VALID and TRUE** supporting documents are required for the application. **Any form of falsification or dishonesty in the application process will result in the invalidation of your application. In such cases, the matter will be referred to the Student Disciplinary Committee for deliberation. The possible penalties will include the documentation of disciplinary record in the student archive.** Normally your application will be processed within three working days from the application date.

For [regulations of make-up examination](#), please refer to AR website.

For queries about make-up examination, please email to ugexam@bnbu.edu.cn

Semester **SEM2 AY2025-26**

Application Opening Period **2026-06-01 09:30 — 2026-06-12 09:30**

Please apply during the opening period!

Applicant

Name	Test17	Gender	Male
Student ID	1712345678	Programme	CCM
Year	4	Contact No.	†

Details

<input type="checkbox"/>	SN	Course Section	Exam Section	Exam Code	Teacher	Exam Date	Exam Venue	Exam Time
<input type="checkbox"/>	1							

1 records in total

Reason Type Illness, Injury Personal /Family emergencies

Illness Type Health Problem Mental Health Problem

Hospital of Consultation
 Hospitals within Zhuhai City 珠海市内医院
 Medical and Health Education Office 校医室
 Hospitals outside Zhuhai City 外市医院

Detailed Reason(s)

1. Certificate(s) of diagnosis (with official seal of the hospital) 病历诊断证明 (加盖医院公章)	 上传附件	Maximum 20M *
2. Payment receipt or screenshot of mobile phone payment. 手机缴费截图或缴费回执	 上传附件	Maximum 20M *
3. Registration slip (if you use a mobile phone to register in hospital, please provide a screenshot of the slip, which should include your name and registered record in hospital) 挂号单 (如用手机挂号—需提供手机挂号截图, 须显示完整个人信息及挂号详情)	 上传附件	Maximum 20M *
4. Medical record(s) (with official seal of the hospital) 病历	 上传附件	Maximum 20M *
5. Invoice 发票	 上传附件	Maximum 20M *
6. Medical Test Report 检验检查报告	 上传附件	Maximum 20M *
7. Medication list or photo of medicines 用药清单或药品照片 (药盒上需显示用药人信息)	 上传附件	Maximum 20M *
8. Supporting documents for transportation to and from school, such as taxi receipts, flight/train ticket 往返学校的交通证明材料, 如打车的行程单或飞机票/火车票等	 上传附件	Maximum 20M *
Additional supporting materials 附加证明材料	 上传附件	Maximum 20M

Attachment rename format: Example: 1930000001_Zhang Aiguo_01, 1930000001_Zhang Aiguo_02, 1930000001_Zhang Aiguo_03
附件命名格式: 例: 1930000001_张爱国_01, 1930000001_张爱国_02, 1930000001_张爱国_03

Statement by Student:

- I declare that all the information submitted herein is true and accurate. I am aware that my application may NOT be approved by the University, and I will accept the consequences of my decision.
- If the application is approved, I will sit for the make-up examination as per the schedule fixed by the Academic Registry.
- I will accept the possible impacts that may be caused by taking the make-up examination(s), which may involve course selection, course add/drop in the next semester, or even graduation qualifications for final year students.
- If the application is disapproved, or I fail to sit for the scheduled make-up examination, I will receive zero marks for that examination.
- I have kept a copy of this application for my own record.

Please tick to indicate your acknowledgement of the provisions. 请勾选已了解申请须知。 *

1.4 查看审批结果 Announcement of Result

- (1) 当申请被批准或拒绝，会有电子邮件通知你。

Email notification will be sent to you once your application is approved or rejected.

- (2) 你亦可以在 BNBU Portal 内的“服务中心”-“我的申请”中查看审批结果。

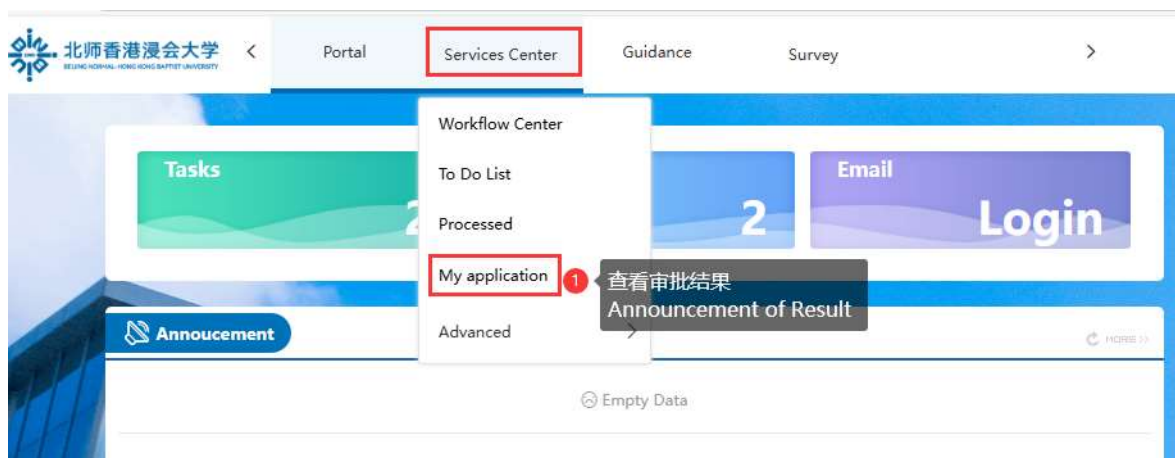
Alternatively, you may check the result under “My application” in the “Services Center” of BNBU Portal.

- (3) 一般情况下，缓考申请审批结果安排在三个工作日内发布，请耐心等待。

Under normal circumstances, AR will announce your application result within three working days. Please wait patiently.

- (4) 注意：若系统显示你的申请为“驳回”，请仔细阅读表单中的具体意见，按指示补充信息/文件后，重新提交申请。

If your application is “rejected”, please check the detailed feedback in the system, follow the guidelines to prepare the necessary information/document, and re-submit your application.



Comments/意见

驳回 (Rejected)

1

若申请被驳回，请按照指示补充信息/文件后，重新提交。
Follow the guidelines to resubmit your application

(注意：本消息通过系统邮件通知，请勿直接回复。如有关于缓考疑问，请通过 ar_exam@uic.edu.cn 邮件与我们联系。)

请务必保证申请证明资料的真实性。任何在申请过程中查出的伪造或不诚实行为，都将导致你的申请无效，且个案将移送至学生纪律委员会做进一步处理，可能的处罚包括在学生档案中记录违纪处分。

因病/受伤申请缓考需要提交以下证明资料，你所缺少资料已用黄色标注：

1. 挂号单 (如用手机挂号，需提供手机挂号单截图，须显示个人信息及挂号详情)

2. 疾病诊断证明 (加盖医院公章) 和病例。

3. 发票，缴费回执或手机缴费截图。

请修改此表单并附加完整的证明资料。

逾期未补交资料，将视为无效申请，不予受理。

(This message is sent through the system email account and please do not reply to this email directly. If you have any inquiries about the make-up examinations, please contact us via email: ar_exam@uic.edu.cn.)

VALID and TRUE supporting documents are required for the application.

Any form of falsification or dishonesty in the application process will result in the invalidation of your application. In such cases, the matter will be referred to the Student Disciplinary Committee for deliberation. The possible penalties will include the documentation of disciplinary record in the student archive.

Supporting Documents (The sections of the information you provided that are missing have been highlighted in yellow) :

1. Registration slip (If you use a mobile phone to register in hospital, please provide a screenshot of the slip, which should include your name and registered record in hospital).

2. 手机端功能 View your Application Results using Mobile Devices

手机端仅支持浏览功能，不能在线提交申请。

You cannot apply for make-up examination via mobile devices. However, you can view the application results using your phone or iPad.

手机等移动设备请通过“企业微信 APP”登录 Please login your “WeCom” via mobile devices :

- (1) 点击进入“工作台” Click “Workspace”
- (2) 然后进入“流程中心” Enter “Services Center”
- (3) 在“我的请求” 查看已提交申请的状态 Click “My Request” to check the status of your application.

