



**UP OPEN UNIVERSITY
REQUEST FOR CHANGE OF EXAMINATION VENUE**

Name:		Student Number:
Course No.:	Program:	Exam No. (Please encircle) 1 2 3 4 Midterm Pre-final Final
Learning Center/Testing Center:		Learning Center/ Testing Center where exam is requested to be taken:
Reason for the request:		
Signature of the Student:		Date Accomplished:
Date Received in the LC/TC:		Date sent to Dispatch Office:

Noted by:

Learning Center Coordinator

Important Note: This request for change in examination venue should be submitted to the Learning Center at least 2 weeks before the examination date. Requests received less than a week before the examination date will not be processed and are automatically denied approval. Offshore students should submit it to offshore@upou.edu.ph while those under Testing Center should submit it to their respective Learning Centers.