

Date: [Insert Date]

To: [Student Name]

Student ID: [Insert ID Number]

Course: [Insert Course Name]

Subject: Notice of Consequences Regarding Absence from Examination

Dear [Student Name],

This letter is to formally notify you regarding your absence from the examination held on [Date of Exam] for the module [Module Name/Code].

According to our official records, you did not attend the scheduled assessment and no prior notification or valid justification was received by the department.

Please be advised of the following consequences resulting from this absence:

- **Academic Grade:** A mark of "Zero" or "Fail" will be recorded for this examination attempt.
- **Progression:** This failure may impact your ability to progress to the next level of study or graduate as scheduled.
- **Resit Opportunities:** You may be required to register for a resit examination. Please note that resit marks may be capped at the minimum passing grade.
- **Additional Fees:** A mandatory administrative fee may apply for scheduling a make-up or resit exam.

If you missed this examination due to unforeseen emergency circumstances (such as medical illness or bereavement), you must submit a formal "Extenuating Circumstances" form along with supporting evidence to the [Office Name] by [Insert Deadline Date].

Failure to provide valid documentation by the deadline will result in the immediate application of the penalties mentioned above.

Please contact the [Academic Department/Registrar] if you wish to discuss your current academic standing.

Sincerely,

[Sender Name]

[Title/Position]

[Institution Name]