



GC EXIT WRITING SCHEDULE FORM

Document No: FM-LC-01-02

Effective Date: July 28, 2017

Check one:

- ☐ Graduating Class (GC) Representative
☐ Individual Test Taker

- ☐ Speaking MELT
☐ Writing MELT

Name: _____

Student Number: _____ Program: _____

Mobile number: _____

Email address: _____

FOR GC REPRESENTATIVES

Estimated Number of Test Takers: _____

INSTRUCTIONS:

For Writing MELT

1. Propose a time and date for the writing test (to be approved by an authorized ELC staff).
2. Reserve a venue for the test either at the Academic Office, 3/F of the Admin Building, or the AVR.
3. Inform the ELC about the venue and finalize the schedule.

For Speaking MELT

1. Sign up for the speaking test schedule after the writing test.
2. Check the ELC Google Group before Week 11 for updates on the speaking MELT schedule.

☐ I have read and understood the instructions.

Signature Over Printed Name

Date



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