

English Proficiency Test II Make-Up Test Procedure

Step 1

- Go to **TKU Activity Registration** (<http://enroll.tku.edu.tw/>) to register **by noon, Friday, May 15, 2026**.
- Students who request official leave or personal leave need to complete the procedure one week prior to the test.

Step 2

- Submit the required documents to the English Department (FL207) and have the application approved before **17:00, Friday, May 15, 2026**.
- Required documents: (1) The school's leave form. (2) The approval for English proficiency test II. The form can be downloaded from the English Department website and needs to be approved by **the course instructor**. (3) Supporting documentation.

Step 3

- The make-up test will be held at **18:10-20:00, Tuesday, May 19, 2026**.
- The test room, seating arrangements, and other related policies will be announced at **17:00, Monday, May 18, 2026** on the English Department website.

Note:

1. Student ID, a 2B pencil, and an eraser must be brought to the test.
2. Admittance is not allowed after the listening section begins.
3. Except students who apply for official leave beforehand, the make-up test score will be calculated using the formula:
 - (1) Students will have a score deduction of 20% if the score is above 60%.
Make-up test score = (Original make-up test score-60) x 0.8 + 60
 - (2) Students will not get a score deduction if the score is below 60%.