

SPECIAL EXAM APPLICATION GUIDELINE

General Academic Regulation G12.4 Special examinations stipulates:

4.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).

4.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness, or appropriate supporting documentation in the case of other qualifying circumstances, accompanied by a letter of recommendation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written.

Special exams will be scheduled on the same date as the supplementary exam in the corresponding module, but will be a full exam equivalent to the main exam.

Supplementary exams are not arranged for students who are unable to write the special examinations at the scheduled times or students who fail the special exam.

Procedure to apply:

Step 1

Download the application form available at: nas.up.ac.za

- Complete, sign and scan the form as a pdf document

Step 2

On nas.up.ac.za

- Create a new request
- Upload applicable documents in PDF format.
- Submit

Note:

- The outcome of the application will be published on your Student Center.
- This will be the ONLY opportunity for the student to write. Additional supplementary exams will therefore not be available.