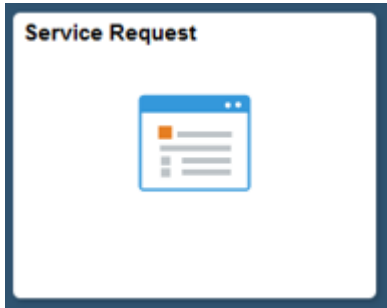


New application process for special examinations:

Students who are unable to write an examination due to unforeseen circumstances or illness must apply online for a **special examination**. This application must be done within three days of the date of the examination that was not written. Click on the following link to download the form: [Application for admission to a Special Examination](#).

1. Complete, sign and scan as a PDF document, and
2. Scan the medical certificate as a PDF document.
3. Go to your **Student Services Portal**, Click on **Service request**
4. The following will be displayed

**Click on "Create New Request"**

My Service Requests

My Service Requests						Personalize Find View All [Print] [Refresh]	First [Dropdown] 1 of 1 [Dropdown] Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date		
[Create New Request]							

Click on Enrollment related and click on Next

Academic Institution [University of Pretoria]

Select a Request Category [1] [Add] [Remove]

Select a Request Category		Personalize Find View All [Print] [Refresh]	First [Dropdown] 1-3 of 3 [Dropdown] Last
<input type="radio"/>	Enrollment related		
<input type="radio"/>	Internal Funding		
<input type="radio"/>	External Funding		

[Cancel] [Next >]

Select Special examination application and click on Next

Select a Request Type [1] [Add] [Remove]

Select a Request Type		Personalize Find View All [Print] [Refresh]	First [Dropdown] 1-4 of 4 [Dropdown] Last
<input type="radio"/>	Extention of Study		
<input type="radio"/>	Chancellor's Exam Application		
<input type="radio"/>	Special Exam Application		
<input type="radio"/>	Police Clearance Certificate		

[Cancel] [< Previous] [Next >]

Select a Request Subtype

Request Subtype

- Faculty of Engineering, Built and Information Tech
- Faculty of Education
- Faculty of Economic and Management Sciences
- Faculty of Humanities
- Faculty of Veterinary Science
- Faculty of Health Sciences
- Faculty of Natural and Agricultural Sciences
- Faculty of Theology and Religion

Cancel < Previous

#Only 8 of the 9 faculties are displayed. Click on **View All** to display all faculties

Enter information relating to the reason for not writing the examination or illness, and list the relevant modules.

Attach medical certificate and application form as PDF documents and click on Submit

My Request Detail

Category Enrollment related Type Special Exam Application

Subtype Faculty of Economic and Management Sciences Request Date 2023/05/24

Status Request submitted

Comment

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

Please note: If your application was denied due to unsubstantiated documentation, a new request must be submitted, do not add the new attachments to the existing request.

NB:

- Submit the original documents (the application form including the medical certificate) within three days of the date of the examination that was not written. Also refer to A21 and A22, in the 2023 General Academic Regulations, for more information on medical certificates and affidavits. <https://www.up.ac.za/yearbooks/2023/rules>
- Submission of medical certificates that have been tampered with or modified by the student, or anyone other than the medical practitioner who issued the medical certificate constitutes academic misconduct in terms of the Student Disciplinary Code, in addition to constituting a possible criminal offence (forgery/uttering) and should be reported to the Legal Services Division or the UP-Ethics Hotline.