

## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

### APPLICATION FOR A SPECIAL (SICK/DEFERRED) EXAM

#### **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.

**Procedure to apply** – this process takes place in two steps:

#### **Step 1**

- Download the application form available at:  
<https://www.up.ac.za/media/shared/368/Document/Forms%202023/application-for-admission-to-special-examination-final.zp214394.pdf>
- Complete, sign and scan the form as a pdf document

#### **Step 2**

Go to your Student Center accessible via your Student Portal, Click on Service request

- Click on Create New Request;
- Click on Enrolment Related and click on Next;
- Select Special Exam Application and click on Next;
- Select relevant faculty and click on Next;
- Upload applicable documents in PDF format.
- Submit

#### **NOTE**

- The outcome of the application will be published on your Student Center as soon as the final results for the main examination have been published.
- The special examination due to illness or other qualifying circumstances will be conducted during the official scheduled supplementary exam period as determined by the University.
- This will be the **ONLY** opportunity for the student to write. Additional supplementary exams will therefore not be available.

**For further information regarding medical certificates and affidavits, see Section A21 and Section A22 in the General Academic Regulations**