

## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

### SPECIAL EXAM APPLICATIONS JUNE 2023

#### **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 must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written.

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

- Only medical certificates issued by persons and practitioners registered with the Health Professions Council of South Africa or the Allied Health Professions Council of South Africa will be accepted.
- Medical certificates must contain the practice number, address, contact details and signature of the particular practitioner who issued the certificate. The certificate must clearly identify the student and must reflect that a consultation took place and/or that the student was examined on a specific date. The certificate must furthermore indicate the specific days during which the student is unfit to participate in academic activities.
- A medical certificate will not be accepted if it merely states that the student appeared ill or declared himself or herself unfit.
- In the event that there are other valid reasons, apart from illness, for absence from an assessment opportunity (tests and examinations etc.), an affidavit will not be accepted unless it is accompanied by the relevant substantiating documentation accompanied by a letter of motivation,
- If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation for the late application must be submitted to the dean for consideration.

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

#### **Step 1**

How to download the application form on the homepage of the University <https://www.up.ac.za>

- Click on the '**Students**' link;
- Click "Undergraduate" link";
- Download list - select Forms / Request to change information;
- Download/Print the form 'Application for Admission to Special Examination';
- Complete, sign and scan as a PDF document

#### **Step 2**

Go to your Student Services 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 PDF document from Step 1
- Enter information pertaining to your application and specify the modules.

#### **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 examination period as determined by the University and will be the only alternative opportunity for the student to write. Additional supplementary examinations will therefore not be available.