

**FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
SPECIAL EXAM APPLICATIONS
NOVEMBER 2025**

General Academic Regulation G12.4 Special examinations stipulates:

4. Special examinations

4.1A 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 (see Section A21 below for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 below for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. 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.

Section A21 Medical Certificates

- 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. In addition to the above, the University will accept medical certificates or sick notes issued by the qualified, registered health practitioners who are staff at the University Health Clinic. In the event of a medical certificate being issued outside of South Africa, the certificate must be issued by a practitioner registered with an equivalent body in the country of issue.
- 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.

Section A22 Affidavits

- 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.

Please note: The submission of falsified or forged documents shall be deemed an act of misconduct and will result in disciplinary proceedings in accordance with the *General Student Rules (2025)*.

Procedure to apply

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 documents. Link to the application form (no 5):
<https://www.up.ac.za/students/article/2745831/forms-request-to-change-information>
- Please retain the original medical certificate and any other supporting documentation for potential auditing purposes, if required.
- 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.
- No letters will be sent, the onus rests on the applicant to check their portal to see the outcome of the application.
- 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.