

SPECIAL EXAMINATIONS

Processes and Procedures for Implementation

Special Examination will be conducted in accordance with the following rules:

I. **Rule GR23(a)**

An undergraduate student who elects not to write a final exam paper in a module for any reason will, on application, be allowed to write a special exam during the next applicable supplementary exam session, provided that such a supplementary exam is scheduled.

I. **Rule GR23(b)**

A student who has not been able to complete the original final exam by reason of illness or any other reason deemed sufficient by Senate, may on application, be granted permission to sit a special exam during the next applicable supplementary exam session.

II. **Rule GR25(b)**

A supplementary exam shall not be granted in respect of any special exam awarded in terms of Rule GR23.

1. PRINCIPLES

- 1.1 Special and supplementary exams will take place five (5) days after the main exams and those students who qualify to do so will write during this session.
- 1.2 Examination results will be released by Schools on a module by module basis at least five (5) days before the supplementary exam for that module is to be written.
- 1.3 Students have a choice, either to write the main or special exams in accordance with Rule GR23(a). The only penalty for choosing the latter (special exams) is that they don't get a second chance. The requirement for an application is to facilitate control/identification, not a barrier.
- 1.4 Except for special permission from Senate (where exam in a course/module consists of more than one paper), an application for special exams will be considered for the paper that was not completed in accordance with rule GR23(b).
- 1.5 Supplementary exams will be granted in accordance with rule GR22. Students who have been awarded supplementary examinations, should be able to view their exam scripts, solely for the purpose of seeing where they went wrong during the period before the supplementary exams. No remark requests will be dealt with at this stage

- 1.6 The processing of requests for remarks will take place after formal release of results by the College. At this stage, students may apply for a remark (where appropriate) through the relevant School Office.

2. IMPLEMENTATION

- 2.1 Students who have not been able to complete the original exams by reason of illness, must inform the Exams Officer (within 24 hours of the exam) of the reason for leaving the exam venue without completing the exams. They must also consult a Medical Practitioner on the same day and submit a Medical Certificate. All costs incurred therewith are the responsibility of the applicant, not the University. The application form must be submitted to the School Office on their campus within 5 working days of the exam concerned.
- 2.2 It is the responsibility of students to check the outcome of their application for special examination(s) on notice boards, Students Central, via the phone, sms or to approach the relevant School Office.
- 2.3 All students who are absent from an examination should be given FX. This registers them for a special examination where there is an examination in the supplementary session and will not raise a charge. They will be included in the supplementary exam list.
- 2.4 Prior to the release of the official examination results, a “result code calculation” programme will be run to change the FX code (absent from exams) to the DE code (exam deferred) for the students who have written the special examinations.
- 2.5 After the special and supplementary examinations, all final results including term decisions will be released after the approval by the School Examination Boards. It is the responsibility of all students to check their final results.