



ACA44 – Deferred Examination Application Form (Session: 2020)

IMPORTANT

- Complete **all sections** of this form as incomplete applications will be **denied**.
- Generate your **official exam timetable** from [PeopleSoft](#) and submit it together with this form.
- All applications to be submitted using Peoplesoft service requests see <https://vula.uct.ac.za/x/5lIFJg>
- Read the [General Rules and Policies - Handbook 3](#) in respect of the exams policies for Deferred Exams.

A. Student Details										
Surname								First Name		
Student Number								Faculty		

B. Deferred Exam Details														
In the table below please fill in the details of the exam(s) you are applying to defer.														
Course Code (E.g. ELL1001W)				Exam Date (E.g. 08/11/2020)			Exam Time (E.g. 12:00)			Do you have a DP?			Did you write the exam?	
										Y	N	N/A	Y	N
										Y	N	N/A	Y	N
										Y	N	N/A	Y	N
										Y	N	N/A	Y	N
Please indicate if you have submitted any prior applications for this semester's exams										Y			N	

C. Acknowledgement Checklist										
Please initial in each box below to indicate that you understand and acknowledge the rules and implications.										
Implications of deferring exams									Initial to acknowledge	
1. Deferred Exam Dates 2020: Deferred exams are normally written in the new academic year during January unless otherwise advised by the respective department.										
2. General Rule 27.1: I accept and understand that a deferred exam is not a first offering of the exam and therefore cannot be deferred again meaning that if I miss a deferred exam, for any reason , the result is AB (Absent) (General Rule: G27.1).										
3. General Rule 23.1: I accept that a student writing a deferred exam is not eligible for a supplementary exam (General Rule: G23.1).										
4. Residence Accommodation: I accept and understand that it is my responsibility to arrange my own residence accommodation during my deferred exams.										
5. ACA44a: Confidential Medical/Psychological Report: I have attached the necessary medical/psychological supporting documentation where I am seeking deferment on medical grounds or psychological grounds. I note that providing a medical/psychological report does not guarantee the approval of my application.										
6. Official Exam Timetable: I have attached my official exam timetable as generated by PeopleSoft .										
7. ACA44b: Course without DP requirements: If applicable, I have completed section A of the ACA44b form and have asked for the relevant department to complete Section B of the ACA44b form and submit to the committee.										
8. Duly Performed Refused: I understand and note that a DPR (Duly Performed Refused) for a course will override the DE (Deferred Examination) application for that course should I have not met the requirements of the course as per General Rule 27.1(b) .										
9. Submission Response: I understand that I should receive a response within 7 working days of submitting my full application (including official PeopleSoft exam timetable and supporting medical documentation, if applicable), and that I should follow up if no response is received.										
10. Follow Up: I understand and accept that having received a response, I have a 7 day period in which to follow up any queries and no further correspondence will be entered into after this date.										
11. Missed Exam: I understand and accept that if I am not granted a deferral and miss the exam, the final result will be "AB".										
12. Upload to PeopleSoft: Please submit this application as a single .pdf document, together with all required supporting documentation, as a Peoplesoft service request.										
Signature								Date		

Enter your **initials** in the **signature field** when emailing your completed application and supporting documents from your **MyUCT email account**.