

ACA44 – Deferred Examination Application Form

IMPORTANT

- Complete all relevant sections of this form, as incomplete forms cannot be considered and will be returned to you for completion.
- In addition, complete and submit together with this form:
 - **ACA44a: DP Course Certificate Form** – One form for each exam deferred for courses where a DP certificate is required.
 - **ACA44b: Non-DP Course Certificate Form** - One form for each exam deferred for courses where a DP certificate is not required.
 - **ACA44c: Confidential Medical Report or Psychologist’s letter** - Must be submitted within 7 days of the exam for exams deferred on medical grounds or psychological grounds.
- Please return the completed forms either by
 - **email to:** deferred.exams@uct.ac.za with your faculty and student number in the subject line OR
 - **delivery to:** The Student Records Office, Level 4, Masingene Building, Middle Campus.
- For assistance, call (021) 650-4637.

Please refer to the [‘Guidelines for Deferred Exam Applications and Checklist’](#)

ALL THE INFORMATION IN THIS SECTION MUST BE COMPLETED:

Surname:

Name:

Initials:

Student number:

Faculty:

Cell number:

Email:

We will send emails to your myUCT email ONLY.
 Please ensure that you check it, as we will not be held responsible if you do not receive communication. If submitting your application via email, it MUST come from your myUCT email address.

In the table below please fill in all the exams you are scheduled to write as per the exam timetable, not just the exams you are applying to defer.

Course Code <small>(E.g. ELL1001W)</small>	Exam Date <small>(E.g. 08/11/2017)</small>	Exam Time <small>(E.g. 12:00)</small>	Requesting deferment? Yes / No	Did you go to the exam and attempt to write? <small>If you went to the exam and attempted to write but fell ill, please contact the Student Records Office.</small>



GUIDELINES FOR DEFERRED EXAM APPLICATIONS AND CHECKLIST

Please ensure that the **ACA44: Deferred Exam Application Form**, together with the relevant supporting forms, are submitted within **SEVEN DAYS** of the scheduled exam date.

(Example: If your exam is on a Monday, then by the following Monday, your fully completed application forms must be submitted).

IMPORTANT: Please read the [General Rules and Policies - Handbook 3](#) in respect of the exams policies for Deferred Exams [\[Download\]](#). (786KB)

1. Complete the **ACA44: Deferred Exam Application Form**. (Either fill in directly on the PDF, or print). Ensure that all relevant sections are completed, as incomplete forms cannot be considered and will be returned to you for completion.
2. In addition, depending on the reason for deferment, please also complete and submit:
 - **ACA44a: DP Course Certificate Form** - One form for each exam deferred for courses where a DP certificate is required.
 - **ACA44b: Non-DP Course Certificate Form** - One form for each exam deferred for courses where a DP certificate is required.
 - **ACA44c: Confidential Medical Report or Psychologist’s letter** – For exams deferred on medical grounds or psychological grounds.
3. All relevant forms must be submitted within 7 days of the exam.

Please **initial** in each box below to indicate that you understand the rules and implications.

Implications of deferring exams	Initial to acknowledge
1. A Deferred Exams is not a first sitting. I accept that a deferred exam cannot again be deferred for any reason, that if I miss a deferred exam for any reason the result is AB (Absent) (G27.1). I accept that a student writing a deferred exam is not eligible for a supplementary exam (G23.1). Commerce students writing a deferred exam are not eligible for 'entrance exams'.	
2. I understand that if I am in UCT residence and need accommodation outside of the semester time it is my responsibility to enquire about the implications of deferring my exams.	
3. I have attached the ACA44c: Confidential Medical Report OR a letter from the Psychologist where I am seeking deferment on medical grounds or psychological grounds. If the student is attending Student Wellness Services (SWS) , SWS will submit directly to the Deferred Examination Committee.	
4. I have attached the completed and signed off by the department ACA44a: DP Course Certificate Form / ACA44b: Non-DP Course Certificate Form . One form, as applicable, must be completed for each exam deferred.	
5. I understand that I should receive a response in 7 working days of submitting my full application (including medical report if applicable), and that I should follow up if no response is received.	

Signature:

Date:

(If you are sending your application via email, it must come from your MyUCT account as this is validated. If you use MyUCT, you need not sign but if you do not use the MyUCT please put your initials in the signature box).