



ACA44 – Deferred Examination Application Form (Session: 2nd Semester 2017)

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.
- **ACA44a: Confidential Medical Report** or **Psychologist's letter** must also be submitted together with this form for exams deferred on medical grounds or psychological grounds.
- Email this completed form, PeopleSoft generated exam timetable and all supporting documents within 7 days of the scheduled exam date to: deferred.exams@uct.ac.za with your **faculty and student number** in the subject line.
- Only applications emailed from your authenticated **MyUCT** email account will be accepted.
- 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											Faculty	
Email		Cell Number											

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. 08/11/2017)	Exam Time (E.g. 12:00)																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>																																										

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 2018: Deferred Exams will be written 15th – 19th January 2018 (5 days).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
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).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
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).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
4. Residence Accommodation: I accept and understand that it is my responsibility to arrange my own residence accommodation during my deferred exams.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
5. ACA44a: Confidential Medical Report OR a letter from the Psychologist: I have attached the necessary medical supporting documentation where I am seeking deferment on medical grounds or psychological grounds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
6. Official Exam Timetable: I have attached my official exam timetable as generated by PeopleSoft .	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
7. 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) .	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
8. 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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	
9. Follow Up: I understand that having received a response, I have a 7 day period in which to follow up any queries, after which no further correspondence will be entered into after this date.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> </tr> </table>	

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