



## ACA44 – Deferred Examination Application Form

(Session: 2<sup>nd</sup> 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](mailto: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													
<b>Surname</b>		<b>First Name</b>											
<b>Student Number</b>	<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>											<b>Faculty</b>	
<b>Email</b>		<b>Cell Number</b>											

B. Deferred Exam Details																																											
In the table below please fill in the details of the exam(s) you are applying to defer.																																											
<b>Course Code</b> (E.g. ELL1001W)	<b>Exam Date</b> (E.g. 08/11/2017)	<b>Exam Time</b> (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 <b>initial</b> in each box below to indicate that you understand and acknowledge the rules and implications.	
<b>Implications of deferring exams</b>	<b>Initial to acknowledge</b>
1. <b>General Rule 27.1:</b> I accept and understand that a deferred exam is not a first offering of the exam and therefore <b>cannot be deferred again</b> meaning that if I miss a deferred exam, <b>for any reason</b> , the result is <b>AB</b> (Absent) ( <a href="#">General Rule: G27.1</a> ).	
2. <b>General Rule 23.1:</b> I accept that a student writing a deferred exam is not eligible for a supplementary exam ( <a href="#">General Rule: G23.1</a> ).	
3. <b>Residence Accommodation:</b> I accept and understand that it is my responsibility to arrange my own residence accommodation during my deferred exams.	
4. <a href="#">ACA44a: Confidential Medical Report</a> OR a <b>letter from the Psychologist:</b> I have attached the necessary medical supporting documentation where I am seeking deferment on medical grounds or psychological grounds.	
5. <b>Official Exam Timetable:</b> I have attached my official exam timetable as <a href="#">generated by PeopleSoft</a> .	
6. <b>Duly Performed Refused:</b> I understand and note that a <b>DPR</b> (Duly Performed Refused) for a course will override the <b>DE</b> (Deferred Examination) application for that course should I have not met the requirements of the course as per <a href="#">General Rule 27.1(b)</a>	
7. <b>Submission Response:</b> 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.	
8. <b>Follow Up:</b> 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.	

<b>Signature</b>	<b>Date</b>
------------------	-------------

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