

## ACA44 – Deferred Examination Application Form

(Session: Year-end 2023)

### IMPORTANT

- With few exceptions (see **Deferred Exams Guidelines on the [UCT Examinations Site](#)**), applications must be **submitted within 7 calendar days** of the exam concerned.
  - **In exceptional cases**, where it is not possible to submit a complete application, you must submit the incomplete application by the deadline for the examination and supply a full, substantiated motivation for the missing documents for the committee to consider your case.
- Read the **Deferred Exams Guidelines** available on the [UCT Examinations Site](#) and [General Rules and Policies – Handbook 3](#) in respect of the exams policies for Deferred Exams.
- Complete **all sections** of this form, as incomplete applications will **not be considered**.
- Generate your **official exam timetable** from [PeopleSoft](#) and submit it together with this form.
- All applications must be submitted as a **single PDF file** using Peoplesoft service requests function.
  - Applications consisting of multiple documents or files **will not be considered**.

A. STUDENT APPLICANT DETAILS									
<b>Note:</b> To be completed by the student									
<b>A.1 Student Name</b>									
<b>A.2. Student Number</b>									
<b>A.3 Faculty</b>									
<b>A.4 Degree</b>									
<b>A.5 Reason for request: Briefly explain why you are applying for a deferral of your examination/s</b>  <i>(maximum 150 words)</i>									
<b>A.6 Student's contact numbers</b>									
<b>A.7 Living on campus</b>	Yes					No			

B. DEFERRED EXAM DETAILS									
In the table below please fill in the details of the exam(s) you are applying to defer.									
<b>Note:</b> <i>The Deferred Examinations Committee does not oversee coursework or capstone assessments.</i>									
Course Code (E.g. ELL1001W)	Exam Date (E.g. 08/11/2022)	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		
			Y	N	N/A	Y	N		
<b>Please indicate if you have submitted any prior applications for this semester's exams</b>						Yes		No	
If your course has no DP, you must ask your course convener to complete the <a href="#">ACA44b</a> form within 3 working days of the exam.									

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C. ACKNOWLEDGEMENT CHECKLIST				
Please <b>initial</b> in each box below to indicate that you understand and acknowledge the rules and implications.				
Implications of deferring exams	Initial to acknowledge			
<b>1. Deferred Exam Dates 2023:</b> Deferred exams are normally written in the new academic year during January unless otherwise advised by the respective department.				
<b>2. 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> ).				
<b>3. 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> ).				
<b>4. Residence Accommodation:</b> I accept and understand that it is my responsibility to arrange my own residence accommodation during my deferred exams.				
<b>5. <a href="#">ACA44a: Confidential Medical/Psychological Report</a>:</b> I have attached an <a href="#">ACA44a</a> form, completed and signed by my health practitioner when 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. <b>Note:</b> If not applicable, enter "N/A", instead of initials.				
<b>6. Official Exam Timetable:</b> I have attached my official exam timetable as <a href="#">generated by PeopleSoft</a> .				
<b>7. <a href="#">ACA44b: Course without DP requirements</a>:</b> If applicable, I have completed section A of the ACA44b form and have asked for the relevant department(s) to complete Section B of the form and submit it to the committee within <b>3 working days</b> after the date of the examination. <b>Note:</b> If not applicable, enter "N/A", instead of initials.				
<b>8. 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> .				
<b>9. 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 <b>within 7 working days</b> by writing to <a href="mailto:deferred.exams@uct.ac.za">deferred.exams@uct.ac.za</a> .				
<b>10. MyUCT email account only:</b> I understand that <b>all</b> email communication related to a deferred examination application must be sent from my <b>MyUCT email address</b> and that the committee will only correspond via this email address.				
<b>11. Follow Up:</b> I understand and accept that: <ul style="list-style-type: none"> <li>a) Having submitted an application, I have <b>7 working days</b> in which to follow up if I don't receive a response, as specified in point 9, even if I have left campus, <b>and</b></li> <li>b) I have <b>3 working days</b> in which to respond to any queries from the committee, even if I have left campus, <b>and that</b></li> <li>c) No further correspondence will be entered into after this date.</li> </ul>				
<b>12. Missed Exam:</b> I understand and accept that if I am not granted a deferral and miss the exam, the final result will be "AB".				
<b>13. I acknowledge that dishonesty in seeking a deferral may lead to a disciplinary charge.</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; border: none;"><b>Signature</b></td> <td style="width: 60%; border: none;"></td> <td style="width: 25%; border: none;"><b>Date</b></td> </tr> </table>	<b>Signature</b>		<b>Date</b>	
<b>Signature</b>		<b>Date</b>		