

THE ONLY REASONS ACCEPTED FOR ACCESS TO THE 2019 MAIN MID-YEAR ADDITIONAL EXAMINATION

1. Timetable Reasons:

Only the following circumstances are acceptable for timetable reasons:

- 1.1 If the student has to write 2 modules in the **same time slot**.
The student's personal examination timetable must be attached to the application form.
- 1.2 If the student has to write 2 modules in **consecutive time slots on the same day**.
The student's personal examination timetable must be attached to the application form.
- 1.3 If a **postgraduate student** has to write on **two consecutive days** and the one module is an undergraduate module.
The student's personal examination timetable must be attached to the application form.

2. Improvement of Marks:

Improvement of marks can be requested in the following situations:

- 2.1 *Students who have successfully completed a module in the main examination, but who would like to improve their final mark, may apply to sit for the additional examination provided that a final mark of at least 60% was obtained (General Rules A9.3.1 (e)).*
The student's most recent academic record containing the outcome of the relevant module must be attached to the application form.
- 2.2 *A student in her/his final year with a final mark between 50% and 59% who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Bachelor Honours or a Master's Degree, but not a Doctoral Degree) must, via the academic head of department and with the dean's approval within the specified time, apply for the admission to the additional examination. The mark obtained in the additional examination is recorded on the student's study record together with a note indicating that the student had obtained his mark in an additional examination, with the proviso that only the highest mark obtained will be reflected on the student's study record. (General Rules A9.3.1 (h) (i)).*
A student who has passed a module but wishes to improve the final mark provided that a final mark of at least 60% has been obtained – must, within the time allowed and on the prescribed form, apply for the additional examination. Actuarial candidates from the Actuarial Sciences and Statistics/Mathematical Statistics learning programmes wishing to earn exemption from subjects offered by the Actuarial Society of South Africa are exempted from this rule and are allowed to write the additional examination in order to improve marks to earn the exemption, providing that they have participated in the relevant main examination and obtained a final mark of between 50 and 59%. (General Rule A9.3.1 (e)).
The student's most recent academic record containing the outcome of the relevant module and the recommended motivation must be attached to the application form.

2.3 Students who participated in the main examination and failed the relevant module cannot apply for access to the additional examination for this module at the office for Additional Examinations.

3. Extraordinary Circumstances:

Only the following circumstances are acceptable as unforeseen circumstances:

3.1 When an **illness** as diagnosed by a registered medical practitioner, psychologist, homeopath or professional nurse prevented the student from attending the main examination. Such diagnose should be made within **3 working days** of missing the examination session.

The official medical report (Section B of the E001 form), as completed by a registered medical practitioner, psychologist or a professional nurse must be attached.

Any other documents additional to the medical report that could support the application for medical/psychological reasons can be attached.

3.2 Any circumstances that prevented the student from participating in the main examination and could be considered on **empathetic or humane grounds**, e.g. the death of an immediate family member (**compassionate reasons**).

A sworn affidavit made at the South African Police Service in which the circumstances for compassionate grounds are described, must be attached to the application form.

An SAPS-certified copy of the death certificate must be attached to the application form (if applicable).

An SAPS-certified copy of any other document to support the circumstances regarding compassionate grounds can be attached to the application form (if applicable).

3.3 Any convincing, credible and conclusive circumstances that occurred without warning and were beyond the control of the student (**compelling reasons, including work-related reasons**).

- **A sworn affidavit made at the South African Police Service in which the compelling circumstances are described, must be attached to the application form.**
- **An SAPS case number must be included in the sworn affidavit if the student was involved in a motor vehicle accident or if a criminal act was committed against the student, e.g. theft of belongings.**
- **A confirmation on an official letterhead from the student's employer confirming that the student will not be able to sit for the main examination due to operational requirements at the workplace, must be attached to the application form (if applicable).**
- **The original examination timetable of the other university (e.g. UNISA) or a certified copy thereof must be attached to the application form (if applicable).**