

REASONS NOT ACCEPTED FOR ACCESS TO THE 2019 ADDITIONAL MAIN MID-YEAR EXAMINATION

1. Special Examinations

Special examinations are managed by the staff members of the Student Records and Registration Division and **do not form part** of the application process for additional examinations.

Enquiries regarding the specific officer who will be able to assist you with requests for special examinations can be made at:

- a) Enquiry Desk on the First Floor, George du Toit Administration Building, Bloemfontein Campus
- b) Administration Building, Rooms 20 and 21, Qwaqwa Campus
- c) Room D38, South Campus (**ACE and NPDE students only**)
- d) Room D103B, South Campus

2. Reassessment

Reassessment is awarded automatically, and **no application** for an additional examination for reassessment purposes needs to be submitted.

3. Non-compliance with rules for class attendance

No application for access to the main or additional examination due to **non-compliance with class attendance** will be accepted.

4. Applications by students from the Faculty of Health Sciences (Nursing included)

The Faculty of Health Sciences is excluded from the additional approval examination process. School of Allied Health Sciences will make use of form E001.

5. Students who failed to attend the main and the additional examination

ONLY the main and the additional examinations are scheduled as official examination opportunities. Applications to write an additional examination when the student did not participate in either the main or the additional examination opportunities will not be accepted.

6. Students who failed

Students who participated in the main examination and failed a particular module **cannot** apply for an additional examination for this module.

7. The following reasons are within the control of the student and will not be considered for access to the additional examination at all:

- 7.1 "I overslept." (Students should ensure that this does not happen).
- 7.2 "I forgot my student card." (This is regarded as negligent behaviour).

- 7.3 **“I did not know that I had to apply to write the additional exam.”** (All the possible methods of communication have been utilised to inform students in time, and this is not the first time that the process is implemented at the UFS.)
- 7.4 **“I will not have or I did not have sufficient time to prepare.”**
- 7.5 **“I misread the timetable.”** (Students should ensure that they have the correct dates and times.)
- 7.6 **“I prepared for the wrong module.”** (Students should ensure that they have the correct dates and times.)
- 7.7 **“My friends misinformed me about the examination dates/times.”** (Students are responsible for their own academic performance – including examinations.)
- 7.8 **“I missed the deadline for application to write the additional examination.”** (All the possible methods of communication have been utilised to inform students in time – regarding the relevant deadlines as well.)
- 7.9 **“I went and wrote anyway (despite a non-approval or without application) and want my marks released because I have passed the module (sometimes with distinction).”** (This student created an unfair advantage for him-/herself, and this would be unfair to other students who also applied and respected the decisions made with regard to their applications.)
- 7.10 **“If you do not approve my application, I will visit the doctor and apply on medical grounds.”** (These comments are recorded on the application form by officers, and subsequent applications on medical grounds will be referred for a second medical opinion.)
- 7.11 **“I sent somebody else to submit my application form and he/she lost it.”** (Students are responsible for their own applications for additional examinations.)
- 7.12 **“I have lost my original documents (including application form).”** (According to the Policy on Additional Examinations, a faxed copy of the application will be subject to the receipt of the original documents within the prescribed period of time.)
- 7.13 **“... but I have faxed my application ...”** A faxed copy is not sufficient. According to the Policy on Additional Examinations, a faxed copy of the application will be subject to the receipt of the original documents within the prescribed period of time.
- 7.14 **“I did not have money to go to a doctor.”** [Medical services are available at public-sector hospitals, and therefore the required medical report (Section B of the Application form (E001)) should be completed for applications due to medical reasons.]
- 7.15 **“I have attached a medical certificate from the Doctor/Homeopath.”** Only the medical report (Section B of the Application Form (E001)), as completed by the medical practitioner, will be accepted.
- 7.16 **“I cannot return to the doctor to obtain the required medical report.”** Only the medical report (Section B of the Application Form (E001)), as completed by the medical practitioner, will be accepted. The application form is accessible well in advance. Medical practitioners whose consulting rooms are not in Bloemfontein can request a copy of the medical report form at **051 401 7477 (Bfn Campus), 058 718 5073 (Qwaqwa Campus) or 051 505 1218 (South Campus).** **NB: Original documents must be handed in.**
- 7.17 **“I sent my original documents by ordinary post, and they are now lost”.** Original documents must be sent BY COURIER OR REGISTERED MAIL to:
- a) **Head of Examination Administration, Additional examination application, University of the Free State, 205 Nelson Mandela Drive, Examination Centre, First Floor, Room 113, BLOEMFONTEIN, 9301.**

- b) **University of the Free State, Admin Building, Room 1037, Qwaqwa Campus, PHUTHADITJHABA, 9866.**
- c) **University of the Free State, Church Street, Room D23, South Campus, BLOEMFONTEIN, 9300.**

The UFS takes no responsibility for documents that are lost in the mail.

7.18 “I have submitted my application form to my academic department/faculty/lecturer.”

All applications for additional examinations must be handed in at:

- a) Examination Centre, Room 113, Bloemfontein Campus
- b) Administration Building, Room 1037, Qwaqwa Campus
- c) D23, South Campus

7.19 “I have submitted my application form as part of my answer script, which was handed in upon completion of the examination session.” (Only students who applied for access to the additional examination in advance and received the necessary approval are permitted to participate in the additional examination, and no application form handed in at any other venue will be accepted.)

7.20 “My lecturer gave me permission to write the additional examination.” (Only students who submitted an appropriately completed application form for the additional examination and obtained approval by means of an official e-mail sent by the Office of Additional Examinations will be permitted to participate in the additional examination.)

7.21 “I have obtained oral permission from a staff member of the UFS to write the additional examination.” (Only students who submitted an appropriately completed application form for the additional examination and obtained approval by means of an official e-mail sent by the Office of Additional Examinations will be permitted to participate in the additional examination.)

7.22 “I did not know about the deadlines for submission.”

(Different deadlines are communicated by means of various media, and have been included in this list as well.)