

REASONS NOT ACCEPTED FOR GAINING ACCESS TO THE SUPPLEMENTARY 2024 MAIN END-OF-YEAR EXAMINATIONS

1. Special examinations

Special examinations do not form part of the application process for supplementary examinations.

2. Reassessment

Reassessment is awarded automatically, and no application for a supplementary examination needs to be submitted for reassessment purposes.

3. Non-compliance with rules for class attendance

No application for access to the main or supplementary 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 supplementary approval examination process. The School of Rehabilitation Sciences will use Form E001.

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

The main and supplementary examinations are the **ONLY** official examination opportunities scheduled. There are **no** other opportunities.

6. Students who failed

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

7. The following reasons are deemed to be within the control of the student and will under no circumstances be considered for gaining access to the supplementary examination:

7.1 **“I overslept.”** (Students must ensure that this does not happen).

7.2 **“I forgot my student card.”** (This is considered negligent behaviour).

7.3 **“I did not know I had to apply to write the supplementary examination.”** (All possible methods of communication were used to inform students in time. Since this is not the first time that the process has been implemented at the UFS, no excuses will be accepted where students claim that they did not know about the procedure).

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 matters relating to examinations).

7.8 **“I missed the deadline for the application to write the supplementary examination.”** (All possible methods of communication were used to inform students in time – also regarding relevant deadlines).

7.9 **“I went and wrote anyway (despite a non-approval or without having applied) and I want my marks to be released because I passed the module (sometimes even with distinction).”** (This student will be seen to have created an unfair advantage for himself/herself, and this would be unfair to other students who also applied and who respected the decision made concerning their application).

7.10 **“I asked someone else to submit my application form, and he/she lost it.”** (Students are responsible for their own applications for supplementary examinations).

7.11 **“I did not have money to go to the doctor.”** (Medical services are available at public sector hospitals, therefore the required medical report [Section B of Application Form E001] should be completed when submitting applications for medical reasons).

7.12 **“I have attached a medical certificate from the doctor/homeopath.”** (Only the medical report [Section B of the Application Form E001] completed by the medical practitioner will be accepted).

7.13 **“I submitted my application form to my academic department/faculty/lecturer.”** (All applications for supplementary examinations must be emailed to:

- a) Natural and Agricultural Sciences - NASExams@ufs.ac.za
- b) The Humanities - HUMExams@ufs.ac.za
- c) Education - EDUExams@ufs.ac.za
- d) Health Sciences - HSCExams@ufs.ac.za
- e) Law - LAWExams@ufs.ac.za
- f) Economic and Management Sciences - EMSExams@ufs.ac.za
- g) Theology and Religion - THLExams@ufs.ac.za

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

7.15 **“My lecturer gave me permission to write the supplementary examination.”** (Only students who have submitted an appropriately completed application form for the supplementary examination and obtained approval by means of an official email sent by the Office of Examination and Graduation Administration will be permitted to participate in the supplementary examination).

7.16 **“I have obtained verbal permission from a staff member of the UFS to write the supplementary examination.”** (Only students who have submitted an appropriately completed application form for the supplementary examination and have obtained approval by means of an

official email sent by the Office of Examination and Graduation Administration will be permitted to participate in the supplementary examination).

7.17 **“I did not know about the deadlines for submission.”** (Deadlines are communicated on the UFS website).