



## REASONS THAT ARE NOT ACCEPTED FOR GAINING ACCESS TO THE SUPPLEMENTARY 2026 MID-YEAR EXAMINATIONS

### 1. **Special examinations**

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

### 2. **Reassessment**

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

### 3. **Non-compliance with class attendance rules**

3.1. 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)**

4.1. The following students in the Faculty of Health Sciences are excluded from applying to the Examination and Graduation Administration sub-department:

4.1.1. MB ChB students.

4.1.2. BMedSc Radiation students.

### 5. **Students who failed to attend the main and supplementary examinations**

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

### 6. **Students who failed**

6.1. Students who participated in the main examination and failed a particular module cannot apply for a supplementary examination for the 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 should make sure 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 were unaware of 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 make sure that they have the correct dates and times.

7.6. **“I prepared for the wrong module.”** Students should make sure 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 would be seen as having created an unfair advantage for

themselves, and it 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 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 when submitting applications due to medical reasons.

7.12. **“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](mailto:NASExams@ufs.ac.za)

b) The Humanities – [HUMExams@ufs.ac.za](mailto:HUMExams@ufs.ac.za)

c) Education – [EDUExams@ufs.ac.za](mailto:EDUExams@ufs.ac.za)

d) Health Sciences – [HSCExams@ufs.ac.za](mailto:HSCExams@ufs.ac.za)

e) Law – [LAWExams@ufs.ac.za](mailto:LAWExams@ufs.ac.za)

f) Economic and Management Sciences – [EMSExams@ufs.ac.za](mailto:EMSExams@ufs.ac.za)

g) Theology and Religion – [THLExams@ufs.ac.za](mailto:THLExams@ufs.ac.za)

7.13. **“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.

7.14. **“My lecturer gave me permission to write the supplementary examination.”** Only students who have submitted a properly 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.

7.15. **“I have obtained verbal permission from a staff member of the UFS to write the supplementary examination.”** Only students who have submitted a properly 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.

7.16. **“I did not know about the deadlines for submission.”** Deadlines are communicated on the UFS website and indicated on the application form.

