



## **REASONS NOT ACCEPTED FOR ACCESS TO THE 2023 ADDITIONAL MAIN END-OF-YEAR EXAMINATIONS**

### **1. Special Examinations**

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

### **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 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 additional examination.”** (All the possible methods of communication have been utilised to inform students in time, and this is not the first time that the process has been 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 the 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 asked someone else to submit my application form, and he/she lost it.”** (Students are responsible for their own applications for additional examinations.)

7.12 **“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).

7.13 **“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.

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

All applications for additional 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 Science - [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)

7.15 **“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.

7.15 **“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.

7.16 **“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.

7.17 **“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.