



**Tshwane University
of Technology**
We empower people

Student Services

APPLICATION FOR SPECIAL CIRCUMSTANCES EXAMINATION

NOTE: A special examination may be taken by a student who has been prevented from preparing, or who has been prevented from taking the **MAIN** examination as a result of circumstances beyond his or her control. This is not applicable to supplementary/special/sick/exit examinations.

STUDENT NUMBER ID NUMBER:

TITLE: INITIALS: SURNAME:

CELL NUMBER: E-MAIL ADDRESS:

Indicate the applicable examination: June main examination ☐ November main examination ☐

COURSE NAME: COURSE CODE:

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SUBJECT NAME	SUBJECT CODE	PREDICATE MARK	AMOUNT

ENTITY: B102

ACCOUNT NR: 0125

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MOTIVATION:

INSTRUCTIONS:

1. Attach original documentation as proof for motivation, e.g. Medical Certificate. .
2. Proof of payment should be attached. (R192.00 per subject)
3. The application should be submitted to Student Services, within 3 (three) working days of the date of the examination concerned.
4. The special examination will be conducted on the supplementary examination date. Please consult the supplementary examination timetable that is available on the notice boards and the TUT web page, or enquire at Student Services.
5. It is the responsibility of the applicant/student to confirm at Student Services if the application was approved and to verify the examination date.

I confirm that I received the rules and instructions with regard to the special examination and I confirm that I have familiarised myself with these instructions, as well as the rules in par. 4.1.15 of the University Prospectus. I have submitted the application form and will personally obtain the outcome at Student Services.

Student's Signature Date:

FOR OFFICIAL USE ONLY

APPROVED

YES		NO	
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COMMENT:

INITIALS AND SURNAME: DATE:

STAMP

RULES AND INSTRUCTIONS FOR SPECIAL CIRCUMSTANCES EXAMINATIONS

1. Special circumstances examinations shall be conducted, if possible, at the same time as supplementary examinations. Please consult the supplementary examination timetable that is available on the notice boards and the TUT web page, or enquire at Student Services.
2. A special circumstances examination shall, subject to the approval of the Registrar or his or her designate, be taken by a student who has been prevented from preparing for the **main** examination or from taking the **main** examination, during an examination period, as a result of circumstances beyond his or her control.
3. If a student has been prevented from writing one or more question paper(s) in a subject consisting of more than one (1) question paper(s), the student may take a special circumstances examination only in the question paper(s) concerned. The student shall retain the marks for the question paper(s) written during the main examination.
4. A student may **not** take a special circumstances examination if he or she has been prevented from taking a **supplementary** examination or if he or she could not complete a **supplementary** examination.
5. A student shall not take a special circumstances examination in cases where he or she did not read the examination timetable correctly; reacted to unofficial information; or did not arrive in time for a particular examination session, or did not arrive for it at all.
6. A student may, notwithstanding the terms of paragraph 5, submit a written appeal to Student Services for consideration, if that student is of the opinion that his or her case has merit that should be taken into account. This appeal should be submitted to Student Services within 24 hours of the date of the examination that the student failed to take on account of the special circumstances. On payment of the fixed fee, the application shall be submitted to the Registrar for consideration.
7. An application to take a special circumstances examination should be submitted to Student Services on the required form, accompanied by all the supporting evidence, as well as proof of payment of the fixed fee for the special circumstances examination, within three (3) working days of the date of the examination that the student has failed to take.
8. Special circumstances examinations shall be conducted and their marks calculated in the same manner as that of the main examinations. The predicate mark obtained for admission to the main examination shall also apply to the special circumstances examination.
9. A student who fails the special circumstances examination shall fail the subject(s) concerned, and he or she shall **not** be allowed to take a supplementary examination.
10. A student, who, for any reason whatsoever, does not take the special circumstances examination, shall fail the subject(s) concerned, and **no** further examination opportunity shall be granted.
11. It is the responsibility of the applicant/student to confirm at Student Services if the application was approved and to verify the examination date.

REGISTRAR

DATA PRIVACY NOTICE

Tshwane University of Technology (TUT) is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act No.4 of 2013 (POPIA). TUT confirms that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. The University may, if necessary disclose your personal information to approved third parties or related agents to carry out its function(s) in accordance with the purpose for which the information is requested. Such disclosure shall always be subject to a written agreement concluded between the University and such a third party ("the recipient") obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in the POPIA.