# Rule G20.10

## 1 Procedure for applying for permission to take an examination at another place

1.1 The granting of a concession in terms of G20.10 is rare. It applies in two instances:

1. where an international SSA student has been awarded a deferred exam and is unable to return to UCT to sit in the January deferred exam session; and
2. where the Vice-Chancellor considers that a student presents with rare and exceptional circumstances.

1.2 A concession under G20.10(b) may be awarded on presentation of documents confirming the award of the deferred/ supplementary exam and a completed ACA39 form.

1.3 A concession under G20.10(c) may be awarded on submission of a formal appeal, with supporting/ substantiating documentation to the Vice-Chancellor who will reach a decision on the individual merits of the case, taking into account a recommendation/ comment from the Dean of Faculty.

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| G20.10 | Except by the permission of the Senate all examinations must be written at the University. Senate has authorised: | | |
|  | (a) | Faculties to schedule examinations outside of Cape Town in the case of: | |
|  |  | (i) | distance-mode courses; |
|  |  | (ii) | block-release mode course where a significant proportion of a class is ordinarily resident elsewhere; and |
|  |  | (iii) | blended-mode courses. |
|  | (b) | Deans to allow international semester **study abroad students** to write supplementary or deferred examinations at their home institutions; and | |
|  | (c) | The Vice-Chancellor to permit exceptions to this rule in exceptional circumstances. | |

## 2 Deferred examinations (G27 and G28)

2.1 Deferred exams are awarded

* For reasons of illness, including injury or physical disability
* For good cause – serious illness or death of a near relative is accepted as good cause
* On grounds of religious objection
* On grounds of political objection

2.2 Deferred exams are awarded by the Deferred Examinations Committee. They are **not** awarded by an academic department or faculty and neither can promise or guarantee that one will be awarded. Applications should be submitted, with substantiating documentation, to

Student Records Office

Level 4, Masingene Building

Middle Campus

University of Cape Town

8005

2.3 The award of a deferred examination is discretionary and cannot be guaranteed. The Committee will review the documentation before it and take a decision on the merits of each case.

## 3 Applying for permission to write at the home institution (ACA39; G201.10(b))

3.1 Where a deferred exam has been awarded, the University has made provision for an international SSA student to write the exam at their home institution in recognition that it is not reasonable to expect such a student to return to Cape Town for the deferred exam.

3.2 Permission for SSA students to write a deferred (or supplementary) exam at their home institution is granted by the Dean.

3.3 The student should complete the ACA39 form and provide a motivation and supporting documentation (including correspondence confirming a deferred examination has been awarded). The completed form should be submitted to the Faculty Office at least 10 working days before the scheduled exam.

3.4 Where permission is granted, the student will need to

1. Secure the services of a suitable proctor/ invigilator to administer the exam;
2. Defray any associated costs or expenses; and
3. Sit the exam on the date and at the corresponding local time at which it is scheduled in South African Standard Time. All exams must be taken simultaneously and the concession does not make provision for the sitting of the exam at a different time.

3.5 If approved, the Dean will pass the ACA39 form to the Examinations Office, who will make appropriate arrangements for administration of the exam directly with the nominated proctor/ invigilator.

3.6 Permission to write an exam at the home institution without first deferring it will only be considered on the most exceptional of grounds and only on presentation of supporting documentation. The Dean of the Faculty of Humanities will only consider such requests in cases of serious or debilitating illness, or bereavement (death of a near relative).

## 4 Applying for permission to write off-campus for good cause (G20.10(c))

4.1 Where a student is able to show s/he has good cause to take an exam on the same date and at the same time as that scheduled in Cape Town, but at a different venue, s/he can request permission for a concession to write off-campus from the Vice-Chancellor.

4.2 The student should prepare a written motivation detailing the circumstances, and present this to the Faculty Manager for the attention of the Dean of Faculty in which s/he is registered. Requests should be submitted sufficiently in advance of the exam to allow the process to run its course and arrangements to be made. At least 10 working days should be allowed from initial request to the scheduled exam.

4.3 The Dean should consider the request with reference to the motivation and supporting documents and advise the student (i) whether application for a deferred exam would be more appropriate and/ or (ii) whether the request carries a recommendation from the Dean to the Vice-Chancellor for the concession.

4.4 The Dean is to prepare a written recommendation (in support or otherwise) to the Vice-Chancellor and submit this, along with the student’s motivation and supporting documents, to the Registrar for the attention of the Vice-Chancellor.

4.5 The Registrar will advise the Vice-Chancellor on the merits of the case with reference to precedent and circumstances. Final authority rests with the Vice-Chancellor and acceptance of the recommendation is at his discretion.

4.6 The Office of the Vice-Chancellor will notify the student, Dean and Examinations Office of the outcome.

4.7 If the Vice-Chancellor approves the request, the Examinations Office is responsible for arranging that the exam is taken under exam conditions and in real time at the nominated venue. It is expected that this would be a higher education institution, and that the student will secure a suitable invigilator/ proctor to administer the exam, and will meet any related costs or expenses. The Exams Office may work through academic departments to make arrangements where this is appropriate (e.g. the department may be able to suggest a contact person), and to ensure that the exam script is received in the department as soon as possible.

4.8 Academic departments play no part in the motivation or recommendation. Whether the department is willing or not to make arrangements for the student to write elsewhere does not affect the merit of the case and informal indications of support will not be taken into account when reaching a decision. Departments should refer requests for concessions in terms of G20.10 to the Faculty Manager and avoid making commitments for alternative exam arrangements.

Faculty Managers Forum/ TG/ 25-May-2016

# Extracts from the 2016 *General Rules and Policies handbook (handbook no. 3)*

**Rules relating to examinations**

**Examination sessions and class tests**

G20.1 The University examination sessions are held towards the end of the first and second semesters in each year. Supplementary and deferred examinations are normally held in January but may, in certain cases, be held at another time agreed to by the departments concerned.

NOTE: Students who have religious objections to writing class tests on particular days during the year should notify the lecturers concerned of the days in question as soon as possible after the beginning of the academic year. In the case of this occurring in relation to formal examinations see G28.2. Senate does not undertake to reschedule tests to accommodate religious observances. See also “Rules on Conduct for Students” in this handbook.

G20.10 Except by the permission of the Senate all examinations must be written at the University. Senate has authorised:

(a) Faculties to schedule examinations outside of Cape Town in the case of:

(i) distance-mode courses;

(ii) block-release mode course where a significant proportion of a class is ordinarily resident elsewhere; and

(iii) blended-mode courses.

(b) Deans to allow international semester study abroad students to write supplementary or deferred examinations at their home institutions; and

(c) The Vice-Chancellor to permit exceptions to this rule in exceptional circumstances.

**Deferred final examinations**

G27.1 Senate may allow a student to write a deferred examination where he or she is unable to write a final examination for medical reasons, or has religious objections, or political objections, or other good cause for not writing on the scheduled day or days. The granting of this permission is entirely at the discretion of Senate, irrespective of the grounds (including medical) on which the application is made. No deferred examination may be granted for a supplementary examination or examination without attendance. If a student is unable to sit the supplementary examination for any reason, the supplementary examination is forfeited and the original result stands. If a student is unable to sit the deferred examination on the appointed day, the result will be AB. The exam cannot again be deferred.

G27.2 Senate:

(a) will accept that, where a student has obtained a duly performed certificate for a course, he or she has met the test for having performed adequately for his or her application to be considered on the grounds advanced, without further consideration of his or her academic performance.

(b) will not grant permission to a student to write a deferred examination in a course in which he or she has been refused a duly performed certificate. If permission is granted and a duly performed certificate is subsequently refused, the permission will lapse.

(c) may refuse permission to a student who has shown unsatisfactory progress in a course for which no duly performed requirement is set.

G27.3 A student who has not heard the decision on his or her application by the date of the examination:

(a) should take the examination;

(b) shall, if he or she takes the examination, retain the result if the deferment is refused; and shall lose the result if the deferment is granted.

NOTE: Where a student writes the examination and hears after writing that he or she is granted the deferment, the grant of the deferred examination stands and the result of the examination written may not be substituted. A pass result for an examination written will not be considered grounds for an appeal against the decision to grant the deferment.

G27.4 A student who is granted a deferred examination and has been informed of this before the examination may nonetheless elect to take the examination. If he or she takes the examination he or she must lose the grant of the deferred examination.

**Deferred examinations for reasons of illness or other good cause**

G28.1 The following rules apply:

(a) A student who by reason of illness before, at the time of, or during an examination, or a recurring medical complaint, or a history of illness, or a physical disability, or other good cause has been, or will be, unable to take an examination, may apply for permission to take a deferred examination.

(b) Any such application must be submitted to Student Records Office, Level 4, Masingene Building, Middle Campus on the prescribed form (obtainable from the Student Records Office or the website), not later than seven days after the day scheduled for the examination concerned, supported by a medical certificate or other documentary evidence.

NOTE: Students who attended the scheduled examination cannot apply for a deferred examination after the scheduled examination except in the circumstances detailed in G28.1(d).

(c) The production of a medical certificate will not necessarily be sufficient to secure the granting of a deferred examination.

(d) Illness during an examination will only be considered if the student shows: that he or she went directly from the examination venue to the Student Wellness Service to report the illness; or that he or she was unable to do so.

(e) A recurring medical complaint or a history of illness, or a physical disability will only be considered if the student has reported the complaint, the history, or the disability to the Student Wellness Services at least three weeks before the day scheduled for the examination concerned and has satisfied the Student Wellness Service that every effort is being made to avert a recurrence of the complaint or illness, or overcome the disability.

(f) Illness, or unfitness to take an examination, caused by taking drugs of any kind except on the advice of a medical practitioner, may be rejected as grounds for the granting of a deferred examination.

(g) A serious illness or the death of a near relative at the time of an examination may be accepted as good cause.

(h) A period of suspension, resulting from an order by the Vice-Chancellor or nominee in terms of rule DJP3, may be accepted as good cause if:

(i) Senate finds that the student’s preparation for, or the writing of, the examination has been materially hindered by the suspension; and

(ii) the student is not charged with any offence, or

(iii) the student is charged and is acquitted, or found guilty of a lesser offence than charged for which, in the view of Senate, a suspension order would not have been justified. (In deciding whether the suspension order would have been justified Senate may consult the presiding officer of any court which dealt with the matter).

**Deferred examinations on grounds of religious objections**

G28.2 The following rules exist:

(a) A student who objects on religious grounds to taking an examination on the day specified in the examination timetable, may apply for permission to take a deferred examination.

(b) Any such application must be submitted on the prescribed form (obtainable at the Student Records Office/UCT website), not later than seven days after the final examination timetable is published.

(c) Any such application must be supported by: a certificate from the student’s minister of religion confirming that he or she is an observing member of the minister’s congregation and that his or her religious convictions prevent him or her from taking an examination on the day, or days in question; and a certificate from the head of department that the head of department has been consulted and informed of the application.

**Deferred examinations on grounds of political objections**

G28.3 The following rules exist:

(a) A student who, in exceptional circumstances objects on grounds of political conviction or conscience to taking an examination on the day specified in the examination timetable may apply for permission to take a deferred examination.

(b) Any such application must be submitted on the prescribed form (obtainable from the Student Records Office/UCT website) not later than ten days before the examination.

(c) Any such application must be supported by a statement showing why he or she believes there are exceptional circumstances, and why him or her, objects to taking the examination on the day, or days, in question.