

QUARANTINE EXAMINATIONS

APPLICATION PROCESS FOR STUDENTS & FACULTIES

Applications for Quarantine Examinations

(Request to write 2 examination papers on the same day, in case of a confirmed examination clash – examination scheduled on the same day, at the same time)

- Student collects the Special examination application form from the Faculty Office. Student clearly indicates that this request is for a Quarantine examination and specifies both modules.
- The application form must be signed and stamped by the Departmental Chairpersons of both modules.
- The completed form is submitted to the Faculty Office and the Faculty Office compiles a list of all approved applications. The list must be submitted to the Examinations and Graduation Office. Students must apply for this examination, where applicable, before **11 May 2018**.
- Student will receive an email from the Examinations and Graduation Office to confirm that the request is approved and we will share logistical details.
- Students will write both modules in the same venue with a break of 45-60 minutes between the two examinations, depending on the duration of each examination.
- Faculties must share all information with the departments. Lecturers must be present in this venue as well.