

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. Student applications for this examination, must be completed, approved by faculty and processed before **19 October 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.
- Students are hereby reminded that no electronic devices may be used or switched on in the quarantine examination venue, before, during or after the examinations. Study (hardcopy) notes may be used in the venue between two examinations.
- Students are reminded to pack their lunch or snacks to be eaten in the venue, no students will be allowed to leave the venue for lunch, between the two examinations.