

ACA40 - Application to write an exam at a place off-campus

IMPORTANT

- Use this form to apply to write an exam at a location off-campus in terms of rule G20.10:

“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.”

- Students who need to defer an exam(s) to January must download and submit the [ACA44](#) form.
- Generate your **official exam timetable** from [PeopleSoft](#) and submit it together with this form.
- Please attach substantiating evidence in support of your motivation (For example, a visa which has expired).
- Students whose applications are approved will be liable for the costs incurred per exam.
- All applications must be submitted to the **Examinations Office:** examsoffice@uct.ac.za.

A. Student Details												
Surname									First Name			
Student Number									Faculty			
B. Examination Details												
Course Code (e.g. MAM1000W)						Exam Date			Exam Time		Method of Examination (Live or Online)	
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
											Live Proctor	Online
C. Full and Detailed Motivation (provide a detailed description as to why you are unable to be in Cape Town for your examination and supporting documentation)												

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D. Acknowledgement Checklist		
Please initial in each box below to indicate that you understand and acknowledge the rules and implications.		
		Initial to acknowledge
1. Confirmation of examination method: I confirm that I have consulted my course convenor regarding the format in which the examination can be offered before the submission of the form.		
2. General Rule 20.10: I understand and accept that an off-campus examination will only be permitted for exceptional circumstances, such as an expired visa or representing UCT/South Africa in a sporting event.		
3. Application Period: I understand that the application should be submitted 15 working days before the scheduled date of the examination. A late application may be declined, regardless of its merit.		
4. Late Application: I acknowledge and accept that an application submitted less than 15 working days before the examination, will be considered late. A late application could result in my application being declined. I understand and accept that if I am not granted permission to write off-campus, and miss the exam, the final result will be "AB".		
5. Motivation: I confirm that I have attached substantiating evidence in support of my motivation (For example, a visa which expires)		
6. Costs: I accept that I am liable for any costs incurred for my examination. This includes, but is not limited to, the cost of Examyty, courier fees, live proctoring fees. I confirm that payment will need to be made prior to the examination being set up on Examyty.		
7. Examyty Usage (where applicable): I confirm that I have checked and meet the technical requirements for the examination to be completed via Examyty, (i.e. high quality broadband Internet connection, laptop/desktop computer, webcam and microphone, supported operating system and web browser) (see also: Online Proctoring at UCT)		
8. Official Exam Timetable: I have attached my official exam timetable as generated by PeopleSoft .		
9. Live proctor information (where application): I confirm that I have no personal relationship with the nominated proctor.		
10: I acknowledge that all ordinary examination rules apply and that dishonesty in seeking an off-campus examination may lead to a disciplinary charge.		
Signature		Date

Invigilation/ Proctoring Details			
Proctoring Requested (Tick A or B)			
a) Online proctoring	<input type="checkbox"/>	b) Live proctoring/ Invigilation	<input type="checkbox"/>
For (b) provide details below			
Name of Proctor		Email address	
Authority of Proctor (position or job title)		Location	
Relationship to Student			
Declaration to be completed by invigilator/ proctor			
I, _____ (Proctor details), understand that the examination must be held under the same conditions as at the University of Cape Town (refer to Examinations Policy Manual for the <i>Invigilator rules</i>) and that it must be scheduled at the same time as the South African exam.			
Proctor's Signature		Date	

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For Office: Approval Details:				
DEANS COMMENT				
Are you aware of any current or pending cases against the student for academic dishonesty? If yes, please provide detail below (✓)	Yes		No	
Does the department have any objection to the student writing off-campus? Please provide detail below	Yes		No	
Not all courses can be completed with online proctoring (such as offered through Examity). Kindly confirm that the Head of Department has been contacted to confirm that the examination can be written online.	Yes		No	
Dean's Signature		Dean's Date		
REGISTRAR RECOMMENDATION				
Registrar's recommendation to the VC				
VICE-CHANCELLOR DECISION				
Is the application supported by the Vice-Chancellor? If no, kindly provide detail below	Yes		No	
Signature		Date		