

ACA44 – Deferred Examination Application Form

(Session: Mid-Year - 2025)

IMPORTANT

- With few exceptions (see **Deferred Exams Guidelines on the [UCT Examinations Site](#)**), applications must be submitted within **7 calendar days** of the exam concerned.
 - In exceptional cases, where it is not possible to submit a complete application, you must submit the incomplete application by the deadline for the examination and supply a full, substantiated motivation for the missing documents for the committee to consider your case.
- Read the **Deferred Exams Guidelines** available on the [UCT Examinations Site](#) and [General Rules and Policies – Handbook 3](#) in respect of the exams policies for Deferred Exams.
- Complete **all sections** of this form, as incomplete applications will **not be considered**.
- Generate your **official exam timetable** from [PeopleSoft](#) and submit it together with this form.
- All applications must be submitted as a **single PDF file** using Peoplesoft service requests function.
- Applications consisting of multiple documents or files **will not be considered**.

A. STUDENT APPLICANT DETAILS

Note: To be completed by the student

A.1 Student Name										
A.2. Student Number										
A.3 Faculty										
A.4 Degree										
A.5 Reason for request: Briefly explain why you are applying for a deferral of your examination/s (maximum 150 words)										
A.6 Student's contact numbers										
A.7 Living on campus	Yes		No							

B. DEFERRED EXAM DETAILS

In the table below please fill in the details of the exam(s) you are applying to defer.

Note: The Deferred Examinations Committee does not oversee coursework or capstone assessments.

Course Code (E.g. ELL1001W)	Exam Date (E.g. 07/06/2025)	Exam Time (E.g. 12:00)	Do you have a DP?				Did you write the exam?				
			Y		N		N/A		Y		N
			Y		N		N/A		Y		N
			Y		N		N/A		Y		N
			Y		N		N/A		Y		N
			Y		N		N/A		Y		N
			Y		N		N/A		Y		N
Please indicate if you have submitted any prior applications for this semester's exams								Yes		No	

If your course has no DP, you must ask your course convener to complete the [ACA44b](#) form within 3 working days of the exam.

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C. ACKNOWLEDGEMENT CHECKLIST			
Please initial in each box below to indicate that you understand and acknowledge the rules and implications.			
Implications of deferring exams			Initial to acknowledge
1. Deferred Exam Dates 2025: Deferred exams are normally written as follows: Those for the “F” courses are written in the last week of the June vacation (VAC) and those for the other courses in January of the new academic year, unless otherwise advised by the respective department.			
2. General Rule 27.1: I accept and understand that a deferred exam is not a first offering of the exam and therefore cannot be deferred again meaning that if I miss a deferred exam, for any reason , the result is AB (Absent) (General Rule: G27.1).			
3. General Rule 23.1: I accept that a student writing a deferred exam is not eligible for a supplementary exam (General Rule: G23.1).			
4. Residence Accommodation: I accept and understand that it is my responsibility to arrange my own residence accommodation during my deferred exams.			
5. ACA44a: Confidential Medical/Psychological Report: I have attached an ACA44a form, completed and signed by my health practitioner when I am seeking deferment on medical grounds or psychological grounds. I note that providing a medical/psychological report does not guarantee the approval of my application. Note: If not applicable, enter “N/A”, instead of initials.			
6. (a) Official Exam Timetable: I have attached my official exam timetable as generated by PeopleSoft . (b) Alternative evidence of exam date: This course is not scheduled on the timetable generated by Peoplesoft and alternative evidence of the exam date is provided.			
7. ACA44b: Course without DP requirements: If applicable, I have completed section A of the ACA44b form and have asked for the relevant department(s) to complete Section B of the form and submit it to the committee within 3 working days after the date of the examination. Note: If not applicable, enter “N/A”, instead of initials.			
8. Duly Performed Refused: I understand and note that a DPR (Duly Performed Refused) for a course will override the DE (Deferred Examination) application for that course should I have not met the requirements of the course as per General Rule 27.1(b)			
9. Submission Response: I understand that I should receive a response within 8 working days of submitting my full application (including official PeopleSoft exam timetable if applicable and supporting medical documentation, if applicable), and that I should follow up if no response is received within 8 working days by writing to deferred.exams@uct.ac.za .			
10. MyUCT email account only: I understand that all email communication related to a deferred examination application must be sent from my MyUCT email address and that the committee will only correspond via this email address.			
11. Follow Up: I understand and accept that: a) Having submitted an application, I have 8 working days in which to follow up if I don't receive a response, as specified in point 9, even if I have left campus, and b) I have 3 working days in which to respond to any queries from the committee, even if I have left campus, and that c) No further correspondence will be entered into after this date.			
12. Missed Exam: I understand and accept that if I am not granted a deferral and miss the exam, the final result will be “AB”.			
13. I acknowledge that dishonesty in seeking a deferral may lead to a disciplinary charge.			
Signature		Date	