

APPLICATION FOR A SPECIAL PASS
UNDER SECTION 4 OF THE ASSESSMENT STATUTE

Personal Details

Full Name _____
Student ID _____
Address _____
Telephone _____

Examination Details

Course Code _____
Date of Examination _____
Time of Examination _____
Qualification (BSc, DipArts, etc) _____

1 Did you receive email notification that the examination timetable was available?
Yes / No

2 What steps did you take to ensure that you remembered when to attend each of your examinations?

3 When did you realise that you had missed this examination? (*State time and date*)

4 How did you become aware that you had missed the examination?

5 Who did you report the matter to at the University?

6 Was there a delay before you reported this matter? *(if yes, state why)*

7 Why did you miss the examination?

8 Is there any other information or comment that you wish to add?

I affirm that the items of information and explanation supplied above are true and correct and that I have included all relevant details.

Signature of Applicant _____

Date _____

FOR OFFICE USE ONLY

Approved / Declined

CONVENER OF THE ACADEMIC COMMITTEE

Signature _____ Date _____

Comment: _____

