

8 January 2024

COMMUNIQUÉ FROM THE OFFICE OF THE DEPUTY VICE-CHANCELLOR: TEACHING AND LEARNING

SENATE CONCESSIONARY SPECIAL EXAMINATIONS FOR STUDENTS WHO NEED MODULES TO BE DEGREE COMPLETE

Dear Staff and Students

This is a reminder that students with a maximum of two outstanding modules to be degree complete qualify for the Senate Concessionary Special Examinations as per GR 23 (b). The modules must have been registered for in 2023.

The Senate Concessionary Special Examinations apply to an undergraduate student who has, in the previous academic year (2023), failed no more than two (2) coursework modules required for degree completion. These special assessments are only granted upon application. If approved, these assessments will be written between the 12th and 15th of February 2024.

Students who need to go this route are required to download and complete [the SCSE application form](#) and return it to their School before Friday, 12 January 2024. Students will be notified of the outcome of their applications in due course by the School. The Schools will also provide successful candidates with the actual date of the assessment.

Students must ensure that the correct application form is completed, and all queries on special assessments must be directed to the Academic Leader for Teaching and Learning in the School to which the student belongs.

Below are the conditions for the awarding of the GR23(b) Senate concessionary special assessments as reflected in the College handbooks:

- a. Senate Concessionary Special Examinations (SCSE): After the official release of final results, a final-year undergraduate student who has, in the current year, failed no more than the last two (2) coursework modules that are required to complete the degree, may, on application, be awarded Senate Concessionary Special Examinations for these two (2) modules. Such examinations shall be written in a specially designated examination session.
- b. An application for a special examination shall be made on the prescribed form, accompanied by all relevant documentation and, in the case of (a), be lodged in the relevant College within five (5) working days of the date of the examination concerned. It is the responsibility of the student to ascertain whether or not the special examination has been granted by contacting the School.
- c. If an application for a special examination is approved, the examination result, if any, from the original examination shall be regarded as null and void. If such an application is not approved the original examination result shall stand.

Conditions of the Special Assessments:

1. For the 2023 academic year, the student applying for a special assessment must have been a final year undergraduate student who has one or two

modules outstanding to be degree complete. The outstanding modules must have been attempted in 2023.

2. Applications for this special assessment concession will only be open until 16h00 on 12 January 2024, and no late applications will be considered.
3. Students will not be eligible for the special assessment if they have a pending or concluded disciplinary and/or conduct matter explicitly excluding them from the module due to the Proctor's judgement.
4. There will be no further opportunities made available if the student is unsuccessful in the special assessment or fails to take up this current opportunity.
5. EACH special assessment will be a single assessment covering all the module's learning outcomes, and it will replace the previous assessments, excluding practicals, group assignments, and research projects.
6. The date(s)for the special assessment(s) will be determined and communicated by the relevant School.
7. Special assessments will not be applicable to modules that are prevented from such concessionary interventions by statutory or professional bodies.

Issued by

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