



DEFERRED EXAMINATION APPLICATION

Student Name: _____
(Family Name) (Other Names)

Address: _____

Student ID : _____ E mail address : _____

Course : _____ Telephone: _____

I wish to apply for a deferred examination in the following units:

Unit Code	Unit Name	Date of exam	Teacher	Approved / Not Approved

I have read the relevant conditions on the reverse side of this form.

Signature: _____ Date: _____

NOTE: Completed form, together with supporting documentation and a **Rs 10,000** fee for each deferred examination must be submitted to ACBT Manager Examinations no later than TWO (2) days after the scheduled examination date. Saturday and Sunday are included in the day count. The application should date stamp upon receipt as verification of date submitted.

Students will be advised of the outcome of this application in writing. **COMPLETING THIS FORM DOES NOT GUARANTEE A DEFERRED EXAMINATION WILL BE GIVEN** (refer overleaf for conditions).

Office use only

Rs 10,000 fee per unit paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attendance at least 90% for the scheduled class	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Semester assessment requirements completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extenuating circumstances significant and supported	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student granted deferred examination	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student notified in writing of outcome of application - notification of deferred examination dates and times	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of outcome letter placed on student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Teacher notified of outcome of application	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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PLEASE READ:

Conditions for Deferred Examinations

A deferred examination may be granted in extenuating circumstances if a student is unable to sit a scheduled examination.

To be granted a deferred examination the following conditions must be satisfied:

1. The student must have attended at least 80% of the schedule classes in the unit.
2. The student must have completed the semester assessment requirements as specified in the unit outline.
3. The extenuating circumstances must be significant and be supported by evidence.

Applications for Deferred Examinations will be accepted on medical, compassionate, and/or trauma grounds. Support evidence, clearly stating specific reasons, must be given with the application. Headaches, colds, examination nerves, 'medical condition', arriving late for the examination, misreading of the examination timetable, public transport did not run, will not be accepted as grounds for a deferred examination.

Deferred examinations will be held within one week after the scheduled examination period has finished.