



Deferred and Supplementary Exams for UCT Law Students

January 2018

Frequently Asked Questions

- 1. Where do I find my supplementary exam (supp) / deferred exam (DE) date, time and venue?**

University of Cape Town supplementary and deferred exams are scheduled for the week 15th – 19th January 2018.

Students writing DEs or who have been granted supps will have received communication via email from the university in this regard. The university uses official student email for its communications with students. For deferred exam applications, information will have been sent to the email address used on the DE application form.

A student is responsible for ensuring that all personal information on the student administration system is correct and current. Each student is responsible for establishing whether they have been awarded a supplementary examination for any courses failed; and if so, for confirming the date, time and venue of the examination.

You can also find information on your individual exam timetable at <http://srvwinweb001.wf.uct.ac.za/ExamTimeTable/>

- 2. I am a final year student. If I pass my supp / DE, will I be eligible for April 2018 graduation?**

Should you pass your final year course supps and/or DEs, and would thus have completed all the requirements for the degree for which you are registered, and have cleared your fee account, you should be eligible for April 2018 graduation.

3. How do I work out the percentage I need to get for my supp / DE, so that I pass the course?

Your Faculty Office will be able to advise you on exactly what you need to do to meet the readmission requirements – readmission for 2018 is dependent on you successfully meeting the criteria as set out by your Faculty Office.

Further, the Law Faculty Handbook for 2017 – available at http://www.uct.ac.za/usr/apply/handbooks/2017/Law_2017.pdf - contains requirements for all courses and percentage allocation for each course component and final exam.

4. If I am writing a supp, will my final course result reflect on my transcript?

The result for a course where a supplementary examination was granted will be recorded as one of the following:

- UP SP (unclassified pass, supplementary exam) in the case where a student wrote and passed the supplementary exam
- NanA SF ('nan' is the percentage in the original exam, 'A' denotes absent from supplementary examination) in the case where a student was granted a supplementary exam but did not write it
- Nun SF ('nun' is the percentage in the final result, and F denotes a failure in the supplementary examination) in the case where a student wrote the supplementary examination and nonetheless failed the course.

5. If I am writing a deferred exam, will my final course result reflect on my transcript?

Where a candidate is granted a deferred examination, the Course Results Schedule will show only the final result, and not the fact that it was taken as a deferred opportunity.

6. When and how will my supp / DE results be made available?

Results will be available by the end of January 2018 once the Faculty Examination Committees have met. Results will be made available in the standard way via the UCT PeopleSoft platform. To find out how to access your records, go to http://www.sss.uct.ac.za/sites/default/files/image_tool/images/152/Student_Help_Docs/Viewing%20Academic%20Results%20new%20temp.pdf

7. If I have outstanding fees, and can't access my record, how will I get my results?

You will not be able to access results if your fee account is in debt. To find out more about how to access your fee account, go to <http://www.students.uct.ac.za/students/fees-funding/fees/fag/accounts-balances>

8. I am hoping to transfer to Law for 2018 / I am intending to start my LLB in 2018. Once I get my supp exam results, what procedure do I follow?

If you are intending to transfer to Law, or start your LLB in 2018, you will have already had to apply for this by the application closing date. You will already know if you have been successful pending the results of your supps and or DEs. Therefore, there is no special procedure to be followed and if you pass your January 2018 exams, you would then follow the standard process for registration for 2018.

9. What happens if my results are not available when I have to register for 2018?

If the result of a supplementary or deferred examination is not available at the time a student is required to renew their registration, they must renew the registration on the assumption that they will pass the examination. If the student fails the examination and is required, or wishes, to repeat the course concerned, they must submit a change of curriculum form to the faculty office within one week of the publication of the result.

10. What if I get the time, date or venue details of my supp / DE wrong?

It is essential to note that misreading of the timetable will not be condoned or accepted as grounds for a deferred examination.

11. Can I defer my supplementary exam?

A supplementary examination may not be deferred for any reason. If a student is unable to sit the supplementary examination for any reason, the supplementary examination is forfeited and the original result stands.

12. If I fail my deferred exam, could I write a supp?

A student who is writing a deferred examination is not eligible for a supplementary exam. If a student is unable to sit the deferred examination on the appointed day, the result will be AB. The exam cannot again be deferred.

13. Who do I contact for more information about supps and DEs?

ExamsOffice@uct.ac.za | Tel: (021) 650 3692/4

14. Where do I find more information on examination policy and rules at UCT?

The UCT *General Rules* handbook is available at http://www.students.uct.ac.za/usr/downloads/uct.ac.za/apply/handbooks/Handbook3_2017.pdf and the *Examinations Policy* is available at <http://srvwinweb001.wf.uct.ac.za/ExamTimeTable/StudentTTable.aspx>