

REQUEST FOR SPECIAL SITTING OF A FINAL EXAMINATION

Students who are unable to sit their final examination on the designated day and time may request a special sitting of the final examination. Students must submit a completed *Request for Special Sitting of a Final Examination* form along with supporting documentary evidence to the Office of Examinations and Testing Services, copied their Head of Department, as soon as possible or no later than 7 days after the date of the final examination. Requests submitted after this time will not be considered.

Course Title:	Stu	dent's Name:			
Course Code and Section: Semester Taken: Year Taken: Irequest a special sitting of my final examination for the following reason (select the one which applies): Illness/Injury/Hospitalisation. Documentary evidence from qualified medical practitioner attached. Death of immediate family member. Copy of death certificate or obituary/relevant pages of funeral programme in which listed as a survivor is attached. Participation in a significant cultural or sporting activity at the national/international level. Signed letter from the age confirming their role and participation and detailing the dates and times of the event attached. Employment related travel. Signed letter from employer confirming travel attached. Other significant reason, with detailed explanation below and supporting evidence attached if available: I understand that I am not eligible for a special sitting of my final examination because I:	Stu	dent's Email Address:			
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