**2016 SUPPLEMENTARY EXAMINATION INFORMATION AND APPLICATION PROCESS**

Supplementary and aegrotat examinations will take place over 10 days from the 25th January - 5th February 2016.

**SUPPLEMENTARY EXAMS FOR NOVEMBER EXAMS / SECOND SEMESTER CREDITS**

* Supplementary exams are available for all papers written in November and all students qualify but please see below, especially for the need to apply for specific exams.
* **ALL** students must apply in writing for supplementary examination as per the process below.
* Students must have attempted the November examination to qualify for a supplementary exam.
* Supplementary exams are also available to those students who wish to improve on their November marks.
* No supplementary exam indicators will be set on student records until the student formally applies to write the supplementary exam.
* No supplementary examination fee will be incurred for these supplementary exams.
* Percentage marks will be recorded for these exams.
* This concession does not apply to part-time, off-campus Education students (BEd, BEd (Hons), MEd coursework students).

**HOW TO APPLY FOR SUPPLEMENTARY EXAMS FOR NOVEMBER EXAMS / SECOND SEMESTER CREDITS**

N.B. Application is ESSENTIAL. No application = no supp

The requirement to apply for the examination is administrative only - we simply need to know which examinations require new question papers in January/February and there are timetabling and printing issues. All applications will be approved as there is a no minimum or maximum mark for the supplementary examinations. Email supps@ru.ac.za providing the following information:

* Full names and Student Number
* Course(s) in which you want to write the supplementary exam
	+ Where more than one paper was written in November, indicate which paper (e.g. paper 1 or paper 2)
* Check ROSS for the “S” indicator 2 working days after you have submitted the email to verify that your application has been received and processed. The onus is on you to do this to ensure that you have an approved supplementary examination.
	+ Please keep in mind that the University is closed from 16 December 2015 to 4 January 2016. Applications submitted during this time will be updated by 6 January 2016.
* **Closing date for these applications is 13 January 2016**.

**AEGROTAT EXAMS AND SPECIAL (MISSED) EXAMS**

By contrast, aegrotat and special (missed) examinations are quite different and incur an examination fee. They are governed by Rule G.39 of the calendar <http://www.ru.ac.za/media/rhodesuniversity/content/registrar/documents/secretariat/Rhodes%20University%20Calendar%202015.pdf>

**SUPPLEMENTARY EXAMS FOR JUNE / FIRST SEMESTER CREDITS**

* Supplementary exams written for 1st semester credits will get a mark of P/F and not a percentage mark.
* Supplementary examination charges will be incurred for supplementary exams written for 1st semester credits.
* These supplementary exams were previously awarded according to Faculty Regulations and students cannot apply for these exams. Where relevant the Deans will consider awarding last outstanding credit supplementary exams after the November results are released.

**SUPPLEMENTARY / AEGROTAT EXAM TIMETABLE**

A supplementary examination timetable will be published in December after the release of the November results. The timetable will be frequently updated as the applications for supplementary exams are processed. The onus lies with students to keep checking timetable for updates and should you notice that an exam paper does not have a slot please email supps@ru.ac.za. The timetable with venues will be published by 18 January 2016.