

A. The option to take the 2015 year-end examinations in January 2016

Undergraduates (excepting those in the Faculty of Health Sciences, and practical or crit exams in architecture (BAS), dance, drama, fine art, and music) will have the choice to elect to take their 2015 year-end examinations in January 2016. The option is to defer the full set or none¹.

The default will be that a student writes in the November 2015 exam block; in other words, unless a student elects the deferred option she/he must write according to the rescheduled November exam timetable.

An eligible student wishing to write the full set of November exams in January (and not write in November):

- Must respond to the letter inviting her or him to do so (these letters will be issued on 2 or 3 November 2015);
- will have to elect to take *his/her full set* in January 2016;
- will have until noon on Friday 6 Nov 2015 to do so;
- will make this election online by a self-service function;
- will do so conscious of the facts:
 - that there will be a charge² for residence accommodation should she/he wish to be in residence in January 2016 during the January 2016 exam period; and
 - that there will be no supplementary examinations arising from the 2nd (January 2016) set of examinations (though faculties may arrange oral or other supplementary testing for borderline cases); and that deferral is not possible on a deferred examination.

Where a faculty wishes to extend this option to specific postgraduate courses/programmes/qualifications, the dean must inform the deputy registrar (Dr Karen van Heerden) of this by close of business on 3 November 2015. In such cases, students will be notified by the *programme* and students in the selected postgraduate programmes will have the same election process as described above for undergraduate programmes. In the case of the Postgraduate Diploma in Accounting, the exams will be scheduled for early November and a second set will be scheduled in late November. In other postgraduate classes, arrangements will be made departmentally: these arrangements will be made in consultation with students in the class and may mean later dates or a second (deferred) set of exams.

B. The November 2015 examinations

The November 2015 examination, result reporting, FEC meeting, and SLQ schedules will be as follows:

- (a) Tuesday 10 November 2015 to Friday 27 November 2015 for all examinations other than in the Faculty of Health Sciences.
- (b) The timetable published on 1 November 2015 is the same sequence of exams (excepting FHS exams) as the previously published timetable, and is available at: <http://srvwinweb001.wf.uct.ac.za/ExamTimeTable/StudentTTable.aspx>

¹ A student who does not defer the full block but subsequently needs for one or other good reason to defer all or some of these will have the option of applying for deferred exams in the usual way.

² The provisional charge for catering residences will be R80 per day. Residence accommodation for the January session will be available from the day before the first examination, ie from 10 January 2015. Arrangements for financial aid students are under consideration.

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- (c) Starting on Monday 9 November 2015 for examinations in the Faculty of Health Science (the timetable to be published by 3 November by the FHS FACULTY OFFICE).
- (d) Departments are asked to load results by noon on Tuesday 8 December 2015.
- (e) The Student Records Office will have Faculty Course Results Schedules (CRS) available by 09h00 on Wednesday 9 December 2015.
- (f) The DDB and Faculty FEC meetings (as needed) for the first December 2015 Senate List of Qualifiers (SLQ) (for SEC on 9 December 2015 for December 2015 graduation ceremonies) will be held as currently scheduled.
- (g) Faculties will now schedule a second round of FEC meetings for December 2015, between Wednesday 9 and Wednesday 16 December 2015.
- (h) Faculties will load all results (including promotion codes) from the 2nd round of FECs by 17h00 on Thursday 17 December 2015.
- (i) Results for the November examinations will be published on or before Sunday 20 December 2015.
- (j) The **2nd December 2015 SLQ** will be published on Tuesday 22 December 2015.
- (k) A special SEC meeting will be held on 23 December 2015
 - (i) to receive the 2nd December 2015 SLQ; and
 - (ii) as a congregation for the award *in absentia* of diplomas and the conferment *in absentia* of degrees to those on the 2nd December 2015 SLQ such that the conferment date for these qualifiers will be 23 December 2015.

C. Department/faculty-scheduled examinations

Where examinations are scheduled departmentally or by faculty these must be arranged by departments and faculties subject to:

- (a) ensuring no clash with the main November 2015 timetable at:
<http://srvwinweb001.wf.uct.ac.za/ExamTimeTable/StudentTTable.aspxat>

and

- (b) the availability of examiners and venues.

D. The January 2016 2nd examination session

The second session for:

- (a) those who elect to defer their block of year-end exams; and
- (b) those awarded conventional deferred examinations (DEs) or supplementaries on the first set

will be held from Monday 11 January 2016 to Monday 25 January 2016. The timetable for this block will be set with regard to:

- (i) having marking-intensive courses in the first week where possible; and
- (ii) the numbers of candidates (the number deferring will be known by 9 November 2015).

The following arrangements will apply:

1. Departments are asked to upload results by noon on 29 January 2016;
2. The CRS will be available by 09h00 on 30 January 2016;
3. Faculty FECs to meet on Saturday 30 January 2016³;
4. Faculty offices must load promotion codes (especially RENN codes) by Sunday 31 January 2016 and inform students who have RENN status;
5. Appeal to RACs due by 3 February 2016; and
6. RACs to meet on 5 January 2016 and if necessary on 6 January 2016.

E. December graduation ceremonies

(a) Graduation ceremonies on 19 December 2015

There will be three congregations on Saturday 19 December 2015 for

- (i) those on the 1st SLQ;
- (ii) for honorary graduands; and
- (iii) for fellowship and distinguished teacher awards.

The three ceremonies will be:

09h00: Qualifiers in science, commerce and law⁴

14h00: Undergraduate qualifiers in health sciences

18h00: Qualifiers in humanities, in engineering & the built environment, and postgraduate qualifiers in health sciences

One of these ceremonies will incorporate

- (i) the re-graduations for any who have elected this; and
- (ii) the jubilee ceremonies for graduates of 1965.

(b) Pro forma graduation for those who qualify on the basis of the postponed November 2015 examinations

- After finalisation of the November 2016 results, the 2nd SLQ will be published on Monday 21 December 2015, for a special SEC on 23 December 2015, and for a special *in absentia* graduation ceremony on 23 December 2015, at which all those on this SLQ will be awarded their certificates or admitted to degrees (so that the conferment date on certificates and transcripts is December 2015);
- These qualifiers be given the opportunity to attend a ceremony in person in 2016 (see below); and
- Transcripts and certificates for these qualifiers will be available for collection from the Records Office from Tuesday 29 December 2015, or will be mailed, as the student prefers.

F. Summer Term

The 2015 summer term courses will start on Friday 27 November 2015, with examinations on 23 December 2015.

³ This is the date for the first two of the events to welcome parents of the 2016 undergraduate intake.

⁴ Results for candidates who write in the rescheduled November period (11 to 27 November) will not be available in time for the graduation ceremony on 19 December 2015.

G. Graduation ceremonies in June 2016

We will bring proposals to SEC in 2016 so that, in place of four ceremonies (on Thursday 9 and Friday 10 June 2016), provision be made for additional ceremonies to be held on these dates (3 on Thursday, 2 on Friday) and on Saturday 11 June 2016 (possibly 3 ceremonies) and, if necessary, Monday 13 June 2016.

H: Miscellaneous provisions

These arrangements will have the following implications:

- (a) students electing the 2nd session will be given the *DE result* for all courses for which they would have sat the examinations in November (these results will be entered manually by SRO staff with assistance from Departmental Super Users).
- (b) results from the 2nd session will be entered by the SRO and Examinations Office for sign-off by the deans' nominees in January/February 2016.
- (c) the first round of RACs will be run on the basis that those coded RENN will be informed on 20 December 2015 of this and of the right to appeal; that appeals will close on 4 January 2016; and that RAC meetings will be scheduled as soon as possible after that.
- (d) student housing accommodation for the 2nd (January 2016) block will open on 10 January 2016 (a day before the exams begin) and end on 26 January, leaving SH&RL a short turnaround time before the day on which new first years sign in (Monday 1 February 2016).



Hugh Amoore
Registrar
2 November 2015