



# Important Notice: Special Examination

## What is a Special Examination?

A Special Examination is an examination that may be granted to a student who was unable to write the Supplementary/Second Opportunity Examination as a result of illness, compassionate reasons as referred to in Section 25 of the Namibian Labour Act 2007, or national duty, subject to the approval of the Registrar or his/her designate upon the recommendation from the Department of Student Services.

## Other Requirements:

- ✓ Subject/s must be examination-based.
- ✓ The application should be accompanied by all valid documentary proof and proof of the payment of the prescribed fee for the Special Examination.
- ✓ In case of illness, an original medical certificate by a medical practitioner must be submitted.
- ✓ The student must have been registered for the subject during the semester which he/she is applying for.
- ✓ The student must have a minimum full-period mark of 40% during that semester.
- ✓ Applications must be submitted to the Examinations Department before the closing date as published in the Institutional Calendar.

## When will it be written?

- ✓ In March and August each year.

## What will the outcome be?

- ✓ The **maximum final mark** allocated to students who wrote and passed the Special Examination shall be 50%.

## What is the fee for the Special Examination?

- ✓ Yes, N\$600.00.

## Other important information:

Students who applied and were granted access to the Special Examination, and

- ✓ who wrote and failed the Special Examination, must repeat the course/s when it is offered again.
- ✓ who are absent from the Special Examination, must repeat the course/s when it is offered again.
- ✓ There will be no remarking for a Special Examination.

## Deadline for Applications:

Application forms can be downloaded from our website at [www.nust.na](http://www.nust.na). It must be handed in at the NUST Main Campus Examinations Department, or any Regional Centre or emailed to [exams@nust.na](mailto:exams@nust.na) not later than the **Tuesday, 20 February 2024 and Monday, 05 August 2024**.