



EXTRA TIME / SCRIBE APPLICATION FORM 20

Graduate School

STUDENT NUMBER

Semester 1

Semester 2

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS FORM (IN BLOCK LETTERS USING A BLACK PEN).

1. This form is to be completed by all students requiring extra time or scribes in an examination.
2. Read the current IMM Graduate School Prospectus and IMM Graduate School Yearbook carefully before completing and submitting the form with all the relevant information.
3. Return the completed form to the IMM Graduate School office closest to you.
4. The closing date for applications for first semester is 1 April and the closing date for second semester is 1 September. No late applications will be accepted.
5. Please note that a scribe administration fee is payable.
6. Student granted extra time for morning exams will start at 09h00 and will stay after the exams are closed.
Students granted extra time for afternoon exams will start earlier and finish at 17h00.
7. Students using a scribe will be given an additional 30 minutes to read through their script. They will start 30 minutes earlier for afternoon exams.

SECTION A: STUDENT PERSONAL DETAILS

TITLE Prof Dr Mr Mrs Ms Miss Other _____ GENDER Male Female

SURNAME As per ID Document _____ PREFERRED NAME _____

FIRST NAME(S) As per ID Document _____

TELEPHONE NO. (_____) _____ CELL: _____

EMAIL: _____

EXAMINATION VENUE: _____

_____ CITY _____ COUNTRY _____

SECTION B: MEDICAL DETAILS FOR EXTRA TIME

I would like to make use of a scribe for the examination session for the semester listed above: Yes No

I would like to make use of additional time for the examination session for the semester listed above: Yes No

(A maximum of 15 minutes per hour may be granted)

Please provide a brief description of the reason for extra time/scribe:

A certified copy of my medical certificate from a registered practitioner or educational psychologist has been included with my application form: Yes No

Note:

1. If applying for extra time or a scribe, the medical certificate must have been dated within the last 2 years.
2. If applying for extra time or a scribe for emergency purposes eg. a broken arm, the certificate must have been dated within the last two months.

I understand that if using a scribe, there will be an administration fee per examination per semester (Available in the IMM Graduate School Prospectus): Yes No

SECTION C: STUDENT DECLARATION

I have read the IMM Graduate School Prospectus and the IMM Graduate School Yearbook.

I understand and accept the IMM Graduate School's Examination policy and agree to abide by the rules laid down therein.

I understand and accept that upon my acceptance to the IMM Graduate School, I immediately become liable to the IMM Graduate School for the full course fees.

I undertake to pay the full course fees on or before the due dates.

I understand and accept that, should I withdraw from the programme at any time, I will give written notice of my intention and immediately pay all monies owing.

I understand and accept that for each semester a separate Extra time/Scribe Application Form must be completed.

STUDENT SIGNATURE _____ DATE _____ / _____ / 20 _____

National Office: Atlas Studio, 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 2000, Fax +27 (0)11 726 4505, Email info@immgsm.ac.za

Cape Town Student Support Centre: Level 3, Stadium on Main, Main Road, Claremont, Cape Town, 7708, P O Box 23998, Claremont, 7735, Tel +27 (0)21 671 4426, Email info.ct@immgsm.ac.za

Durban Student Support Centre: 245 Peter Mokaba Road, Corner Valley View Road, Morningside, Durban, P O Box 35263, Northway, 4065, Tel +27 (0)31 312 2239, Email info.dbn@immgsm.ac.za

Greenstone Student Support Centre: Stoneridge Office Park, Building B, 8 Greenstone Place, Greenstone Hill, Edenvale, 1610, P O Box 2780, Edenvale, 1610, Tel +27 (0)11 609 5003, Email info.greenstone@immgsm.ac.za

Milpark Student Support Centre: 33 Frost Avenue, Braamfontein Werf, 2193, P O Box 91820, Auckland Park, 2006, Tel +27 (0)11 628 8029, Email info.milpark@immgsm.ac.za

Pretoria Student Support Centre: 150 Anderson Street, Corner Jan Shoba Street, Brooklyn, Pretoria, Postnet Private Bag x 1, Menlo Park, 0102, Tel +27 (0)81 756 6016, Email info.jynwood@immgsm.ac.za

Sandton Student Support Centre: Grayston Ridge Office Park, 144 Katherine Street, Sandton, 2196, P O Box 414004, Craighall, 2024, Tel +27 (0)11 783 6662, Email info.sandton@immgsm.ac.za

Stellenbosch Student Support Centre: Corner of Drukkers Road and Papegaaiand Road, Stellenbosch, 7600, Postnet Suite 15, Private Bag X5071, Stellenbosch, 7600, Tel +27 (0)21 883 9104, Email info.stellenbosch@immgsm.ac.za

Zimbabwe Administrative Office: 21 Lezard Avenue, Milton Park, Harare, P O Box MP 394, Mount Pleasant, Harare, Tel +263 (0)86 7700 4806 or +263 (0)773 475 003, Email imm.zim@immgsm.ac.za