

UNISA SPECIAL EXAMINATION APPLICATION Manual

unisa special examination application: A Comprehensive Guide for Students

Navigating the academic requirements and examination processes at the University of South Africa (UNISA) can sometimes be challenging, especially when unforeseen circumstances hinder a student's ability to write scheduled exams. In such situations, applying for a **UNISA special examination** becomes essential. This article provides an in-depth overview of the **UNISA special examination application**, guiding students through the process, eligibility criteria, important deadlines, and tips for a successful application.

Understanding the Concept of UNISA Special Examination

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What is a UNISA Special Examination?

A UNISA special examination is an alternative assessment opportunity granted to students who, due to valid reasons, are unable to write their scheduled regular exams. This allows students to complete their modules without delaying their academic progress.

Why Are Special Examinations Necessary?

Special examinations accommodate students facing circumstances such as:

- Illness or medical emergencies
- Personal or family crises
- Unforeseen work commitments
- Other valid reasons preventing exam participation

By offering special exams, UNISA ensures fairness and inclusivity, giving all students an equal opportunity to succeed.

Eligibility Criteria for UNISA Special Examination Application

Before applying, students must verify if they meet the eligibility requirements. Generally, the criteria

include:

- Having valid reasons supported by appropriate documentation (e.g., medical certificates, death notices)
- Being registered for the module in question
- Having missed the scheduled examination due to unforeseen circumstances
- Submitting the application within the stipulated deadlines

Note that applications are not guaranteed approval; each case is evaluated based on provided evidence and university policies.

Steps to Apply for a UNISA Special Examination

Applying for a special examination involves a systematic process. Below are the steps students should follow:

1. Gather Necessary Documentation

- Medical certificates (if illness is the reason)
- Proof of emergencies (e.g., death certificate, police reports)
- Any additional supporting documents relevant to your case

2. Complete the Application Form

- Access the UNISA online portal or the specific link provided for special examination applications
- Fill out all required fields accurately, including personal details, module code, and reasons for application

3. Submit Supporting Documents

- Upload or email the supporting evidence as per instructions
- Ensure documents are clear, legible, and within the specified size limits

4. Pay the Application Fee

- Some applications may require a fee; confirm current rates and payment methods on the UNISA

website

- Keep proof of payment for future reference

5. Submit Your Application

- Review all entered information and attached documents
- Submit the application before the deadline

Important Deadlines and Timeframes

Timely submission is crucial to ensure your application is considered. Key points include:

- Applications for special examinations are usually open shortly after the release of exam timetables
- Deadlines are strictly enforced; late submissions may not be accepted
- It's advisable to submit your application at least a few weeks before the scheduled exams

Always check the official UNISA academic calendar or communication channels for specific dates each semester.

Approval and Notification Process

Once submitted, UNISA reviews the application and supporting documents. The process involves:

- Evaluation by the exam administration department
- Potential request for additional information or clarification
- Notification of decision via email or student portal

Students are advised to monitor their email and UNISA portal regularly for updates.

Preparing for Your Special Examination

Upon approval, students should:

- Review the exam timetable carefully
- Prepare thoroughly, considering the specific format of the special exam
- Confirm the exam venue and time

- Arrive early on the exam day to avoid unnecessary stress

Frequently Asked Questions (FAQs)

Can I apply for a special examination in any module?

Typically, special examination applications are only permitted for modules where the student was registered and has valid reasons for missing the scheduled exam.

Is there a limit to the number of special examinations I can apply for?

UNISA may set limits; students should consult the university policies or academic advisors for specific guidance.

What if my application is denied?

If denied, students can seek feedback, appeal if possible, or explore alternative options such as supplementary exams or module repeat opportunities.

Tips for a Successful UNISA Special Examination Application

- Start early: Don't wait until the last minute to gather documents and complete the application.
- Provide clear evidence: Ensure supporting documents are comprehensive and credible.
- Follow instructions carefully: Adhere to application guidelines and submission formats.
- Stay informed: Regularly check UNISA communication channels for updates or changes in procedures.
- Seek assistance if needed: Contact student support services for guidance or clarification.

Conclusion

The **UNISA special examination application** process is designed to uphold fairness and accommodate students facing genuine challenges. By understanding the eligibility criteria, following the correct steps, and submitting timely and well-supported applications, students can enhance their chances of obtaining a special exam opportunity. Remember, staying proactive and informed is key to navigating this process successfully, ensuring your academic journey remains on track despite unforeseen obstacles.

For detailed, up-to-date information, always refer to the official UNISA website or contact their student support services.

Unisa Special Examination Application: A Comprehensive Guide for Students

Introduction

In the realm of higher education, unforeseen circumstances can sometimes hinder a student's ability to participate in scheduled examinations. Recognizing this, the University of South Africa (Unisa) has established mechanisms to accommodate students who encounter such challenges – notably through the Unisa special examination application process. This system allows eligible students to request special arrangements to write their exams outside the standard timetable, ensuring academic progression is maintained despite setbacks. Whether due to health issues, personal emergencies, or other valid reasons, understanding how to navigate the special examination application is crucial for students aiming to meet their academic goals. This article provides a thorough overview of Unisa's special examination procedures, including eligibility criteria, application steps, necessary documentation, and important deadlines.

Understanding the Purpose of the Unisa Special Examination Application

Why Does Unisa Offer Special Examinations?

Unisa recognizes that students are sometimes faced with circumstances beyond their control that can interfere with their ability to write exams on scheduled dates. These circumstances include:

- Medical emergencies or illness
- Family emergencies or bereavement
- Unforeseen personal commitments
- Transportation challenges or travel disruptions
- Other valid reasons that significantly impact exam participation

To accommodate such situations, Unisa provides a formal process – the special examination application – so students can request alternative arrangements. This ensures fairness and allows students to demonstrate their knowledge without penalty, provided their reasons are valid and supported by appropriate documentation.

The Significance of the Special Examination System

The special examination system aligns with Unisa's commitment to equitable access and academic fairness. By allowing students to apply for special arrangements, the university:

- Ensures that students are not unfairly disadvantaged due to circumstances beyond their control

- Maintains the integrity and standardization of assessments
- Offers a structured, transparent process for handling exceptional cases

Who Is Eligible to Apply for a Special Examination?

Basic Eligibility Criteria

Not every student can automatically qualify for a special examination. Eligibility depends on specific conditions and documented proof of the circumstances preventing a student from writing on the scheduled date. Generally, students who meet the following criteria are eligible:

- Valid reasons such as illness, family emergencies, or other unforeseen circumstances
- Supporting documentation, such as medical certificates or official notices
- Timely application submitted within the prescribed deadlines

Circumstances Typically Recognized

Unisa considers applications for special exams based on documented evidence related to:

- Medical conditions: illness, hospitalization, or medical appointments conflicting with exam dates
- Bereavement: death of immediate family members or close relatives
- Accidents or emergencies: unforeseen events that impede exam participation
- Legal obligations: court appearances or other official commitments

Exclusions and Limitations

While Unisa aims to be accommodating, some reasons may not qualify for special examinations, such as:

- Personal choice to reschedule or avoid exams
- Transportation issues that could have been planned for in advance
- Employment commitments unless validated as unavoidable

Students are advised to consult the official guidelines to confirm their eligibility before proceeding.

The Application Process for Unisa Special Examinations

Step 1: Obtain the Application Form

Students seeking a special examination must first access the official application forms. These are typically available through:

- The Unisa student portal (myUnisa)
- The Unisa website's examinations section
- Direct request via email or student support services

It is crucial to use the most recent version of the form to ensure compliance with current procedures.

Step 2: Complete the Application Form

When filling out the form, students should:

- Provide accurate personal and contact details
- Specify the subject(s) for which they are requesting a special exam
- Clearly state the reason for the application
- Indicate preferred alternative examination dates, if applicable

Step 3: Gather Supporting Documentation

Supporting documents substantiate the reasons for the application. Commonly required documents include:

- Medical certificates signed by a qualified healthcare provider, indicating the illness or condition
- Death certificates or obituary notices for bereavement cases
- Official letters or affidavits explaining other emergencies
- Travel tickets or legal documents if relevant

All documentation must be recent, legible, and adequately detailed to support the application.

Step 4: Submit the Application

Applications should be submitted through the designated channels, which may include:

- Uploading via the student portal
- Emailing to the designated examinations office
- Postal submission, if specified

Students should ensure they submit their applications well before the official deadline to allow sufficient processing time.

Step 5: Await Confirmation

After submission, Unisa's examination office reviews the application, verifying the supporting documents and assessing eligibility. Students typically receive:

- An approval or denial notification
- Details of the alternative examination date if approved
- Instructions on any further steps or requirements

Processing times can vary, so proactive submission is advised.

Important Deadlines and Timeframes

Adhering to deadlines is critical to ensure your application is considered. Key timelines include:

- Application submission deadline: Usually set a few weeks before the scheduled exam date
- Response notification: Typically provided within a specified period after submission (e.g., 7-14 days)
- Rescheduled exam date: Provided upon approval, often within a few days to weeks after application approval

Students should consult the official academic calendar or Unisa's examinations timetable for precise dates.

Additional Considerations and Tips for a Successful Application

Plan Ahead and Apply Promptly

- Submit applications early to avoid last-minute issues
- Verify all documentation is complete and legible
- Follow up if no response within the expected time

Communicate Clearly and Honestly

- Provide truthful explanations
- Clearly state your reasons and supporting evidence
- Avoid exaggeration or withholding relevant details

Keep Copies of All Submissions

- Maintain copies of application forms and supporting documents
- Keep records of email correspondence or submission receipts

Understand the Limitations

- Approval is subject to verification and university policies
- Special examinations are granted in exceptional cases, not as a matter of routine

Seek Assistance if Needed

- Contact Unisa's student support or examination services for guidance
- Attend orientation sessions or consult the official student handbook for detailed procedures

Common Challenges and How to Address Them

Delays in Processing

- Submit applications early
- Follow up politely if delays occur

Rejection of Application

- Review the reasons for rejection
- Gather additional supporting evidence if applicable
- Consider appealing or reapplying if justified

Conflicting Schedules

- Communicate your constraints clearly

- Be flexible with alternative dates if possible

Final Thoughts: Navigating the Unisa Special Examination System

The Unisa special examination application process embodies the university's commitment to equitable access and fairness. While the process requires diligence and timely action, understanding the requirements and preparing adequately can significantly improve your chances of success. Remember, the key is to communicate honestly, provide comprehensive documentation, and adhere to deadlines. By doing so, you ensure that unforeseen challenges do not derail your academic progress and that you receive the support you need during challenging times.

In conclusion, whether you are facing health issues, personal emergencies, or other valid reasons, Unisa's special examination system is designed to support your academic journey. Stay informed, plan ahead, and utilize the available resources to make your application process smooth and effective.

Disclaimer: This article provides a general overview of the Unisa special examination application process. For specific guidance and up-to-date information, students should refer to the official Unisa website or contact the university's examination services directly.

Question How can I apply for a special examination at Unisa? You can apply for a special examination at Unisa by logging into your myUnisa account, navigating to the 'Examinations' section, and submitting the special examination application form before the deadline. Ensure you attach supporting documentation if required. **Answer** What are the eligibility criteria for a special examination at Unisa? Eligibility for a special examination typically includes circumstances such as illness, unforeseen personal issues, or other valid reasons that prevented you from writing the exam. You must submit supporting documentation, like a medical certificate, to qualify. What is the deadline to submit a special examination application at Unisa? The deadline for submitting a special examination application is usually set a few weeks before the scheduled exam date. It is important to check the official Unisa academic calendar or notifications on myUnisa for specific deadlines each semester. Is there an additional fee for applying for a special examination at Unisa? Yes, Unisa charges an additional fee for special examinations. The amount varies depending on the module and the specific circumstances. Details are available on the Unisa website or during the application process. How will I be notified about the outcome of my special examination application at Unisa? You will be notified via email or through your myUnisa account regarding the approval or rejection of your special examination application. Ensure your contact details are up to date to receive timely notifications.

Related keywords: UNISA special examination application, UNISA exam extension, UNISA supplementary exam, UNISA special exam application process, UNISA exam rescheduling, UNISA exam accommodation, UNISA exam appeal, UNISA exam deadline, UNISA exam registration,

UNISA exam requirements

SOMALILAND EXAMINATION BOARD 2013

Somaliland Examination Board 2013

The Somaliland Examination Board 2013 was a significant milestone in the educational landscape of Somaliland, marking a period of academic assessment, curriculum development, and educational reform. As the primary authority responsible for overseeing secondary education examinations in Somaliland, the board's activities in 2013 reflect its commitment to ensuring quality education, standardized assessment procedures, and the preparation of students for future academic and professional pursuits. This comprehensive overview explores the key aspects of the Somaliland Examination Board 2013, including its structure, examination processes, challenges faced, achievements, and the impact on Somaliland's education system.

Overview of the Somaliland Examination Board

Establishment and Mandate

The Somaliland Examination Board was established to administer public examinations at various levels of secondary education, including the Somaliland Certificate of Secondary Education (SCSE). Its primary mandate is to:

- Develop and implement examination policies and standards
- Design and evaluate examination papers
- Ensure fairness, transparency, and integrity in the examination process
- Provide accurate and timely assessment results to students and stakeholders

Organizational Structure

The board operates under a structured hierarchy to effectively manage its responsibilities:

- Board of Directors: Provides strategic oversight and policy guidance
- Examination Department: Handles exam design, administration, and grading
- Research and Development Unit: Focuses on curriculum alignment and assessment innovations
- Administrative Staff: Manages logistics, communication, and support services

Key Activities of the Somaliland Examination Board in 2013

Examination Preparation and Curriculum Alignment

In 2013, the board concentrated on refining the examination content to better align with the national curriculum and educational goals. Efforts included:

- Updating question banks to reflect current academic standards
- Training examiners and teachers on grading and assessment criteria
- Implementing new assessment methodologies to improve evaluation accuracy

Examination Administration

The 2013 examination cycle involved meticulous planning and execution:

- Registration of candidates across Somaliland's regions
- Distribution of examination papers to designated centers
- Supervision of exams by trained invigilators to ensure integrity
- Collection and secure transportation of answer scripts for grading

Grading and Results Processing

Post-examination, the board focused on:

- Carefully grading answer scripts based on standardized rubrics
- Implementing quality checks to prevent errors
- Calculating and compiling results for each candidate and school
- Preparing official transcripts and certificates for successful students

Results Announcement and Certification

In 2013, the Somaliland Examination Board adopted efficient communication channels:

- Publishing results on official websites and local media outlets
- Distributing certificates to students through schools
- Providing feedback sessions for educators and stakeholders

Challenges Faced by the Somaliland Examination Board in 2013

Despite its achievements, the board encountered several challenges:

- Logistical Constraints: Difficulties in distributing examination materials across remote regions
- Resource Limitations: Insufficient funding to upgrade examination infrastructure
- Security Concerns: Ensuring exam security in conflict-prone areas
- Capacity Building: Need for continuous training of examiners and invigilators
- Technological Gaps: Limited use of digital tools for exam management and result dissemination

Achievements and Impact of the 2013 Examination Cycle

Enhanced Examination Standards

The 2013 cycle marked a move toward more rigorous assessment standards, which contributed to:

- Higher credibility of examination results
- Improved student preparedness for higher education
- Increased trust among parents and educators in the examination system

Curriculum and Assessment Improvements

The board's focus on aligning exams with the curriculum helped:

- Identify areas where teaching methods needed enhancement
- Guide curriculum developers to focus on core competencies
- Encourage schools to adopt better teaching and learning strategies

Strengthening Institutional Capacity

Through training sessions and workshops, the board enhanced the skills of personnel involved in examination processes, leading to:

- More consistent grading practices
- Reduced examination malpractice
- Better data management and reporting systems

Future Outlook and Recommendations

Building on the successes and lessons of 2013, several recommendations can be made to further strengthen Somaliland's examination system:

- Invest in technological infrastructure to automate exam management processes
- Enhance security measures to prevent cheating and fraud
- Increase capacity-building programs for examiners and invigilators
- Expand outreach to rural and underserved regions to ensure equitable access
- Develop continuous feedback mechanisms from stakeholders to refine examination policies

Conclusion

The Somaliland Examination Board 2013 played a pivotal role in shaping the educational assessment landscape of Somaliland. Its efforts in standardizing exams, improving quality control, and fostering transparency contributed significantly to elevating the credibility of Somaliland's secondary education system. While challenges persisted, the achievements of 2013 laid a solid foundation for future reforms and innovations. Continued commitment to capacity building, technological integration, and stakeholder engagement will be crucial in advancing Somaliland's educational objectives and ensuring that its students are well-prepared for the demands of the modern world.

Somaliland Examination Board 2013: A Comprehensive Overview of the Year's Academic Milestones and Challenges

Introduction

Somaliland Examination Board 2013 marked a significant chapter in the region's educational history, reflecting both the strides made in academic assessment and the ongoing challenges faced by Somaliland's educational institutions. As the autonomous region continued to develop its educational infrastructure and uphold its commitment to quality education, the 2013 examination cycle provided insights into the effectiveness of reforms, the preparedness of students, and the overall progress of the nation's examination system. This article explores the key aspects of the Somaliland Examination Board's activities in 2013, examining its structure, examination processes, outcomes, and the broader implications for Somaliland's educational development.

The Role and Structure of the Somaliland Examination Board

Establishment and Mandate

The Somaliland Examination Board, established as a pivotal institution overseeing secondary school assessments, operates under the Ministry of Education and Higher Education. Its primary mandate is to organize, administer, and grade national examinations for secondary school students, ensuring standardization, fairness, and transparency across Somaliland's diverse educational institutions.

By 2013, the Board had evolved into a semi-autonomous body with a clear focus on improving assessment standards, introducing innovative examination methods, and aligning with international best practices. Its responsibilities include setting exam syllabi, preparing question papers, coordinating logistics, and overseeing grading processes.

Organizational Structure

The Board's organizational framework is designed to facilitate efficient examination management:

- Executive Committee: Responsible for policy formulation, strategic planning, and oversight.
- Examinations Department: Handles question paper preparation, printing, and distribution.
- Administration and Logistics Unit: Manages logistics, security, and logistical arrangements.
- Grading and Results Department: Oversees marking, standardization, and publication of results.
- Quality Assurance and Monitoring: Ensures adherence to standards and monitors exam integrity.

This structure aimed to streamline operations, minimize irregularities, and boost stakeholder confidence in the examination process.

The 2013 Examination Cycle: Key Features and Innovations

Exam Subjects and Structure

In 2013, the Somaliland Examination Board administered assessments across core disciplines, including:

- Mathematics
- Sciences (Physics, Chemistry, Biology)
- Languages (Somali, English, Arabic)
- Social Studies (History, Geography)
- Religious Studies

The exams were structured into multiple-choice questions, essay questions, practical assessments (for sciences), and oral examinations (particularly for languages). This multidimensional approach

aimed to evaluate students' knowledge comprehensively.

Syllabi and Curriculum Alignment

A notable feature of the 2013 exams was the emphasis on curriculum alignment. The Board collaborated with curriculum developers to ensure exam content reflected current syllabi, which had undergone revisions to incorporate contemporary topics and pedagogical approaches. This alignment aimed to:

- Enhance students' readiness for higher education and employment.
- Ensure fairness across different schools and regions.
- Promote curriculum reforms initiated in the preceding years.

Security Measures and Integrity

Given concerns about exam malpractice, the Board implemented stringent security protocols in 2013:

- Sealed question papers transported under tight security.
- Examination centers monitored by trained invigilators.
- Randomized seating arrangements to prevent collusion.
- Use of secure examination centers with minimal external interference.

These measures were critical in safeguarding the credibility of the results.

Student Performance and Results in 2013

Overall Performance Trends

The 2013 results revealed a mixed picture:

- Pass Rates: Approximately 70% of candidates passed their exams, marking a slight increase from previous years.
- Top Performers: Certain regions and schools showed remarkable performance, reflecting the success of targeted educational interventions.
- Subject-wise Performance: Students generally excelled in languages but faced challenges in sciences, highlighting areas for curriculum enhancement.

Regional Disparities

Data indicated disparities between urban and rural regions:

- Urban centers, such as Hargeisa, exhibited higher pass rates and better exam preparedness.
- Rural areas faced infrastructural challenges, affecting exam administration and student performance.

Gender Differences

Analysis pointed to gender disparities, with female students performing slightly better in language subjects but lagging in sciences. These trends underscored the need for gender-sensitive educational policies.

Challenges Faced by the Somaliland Examination Board in 2013

Despite progress, the 2013 examination cycle was not without hurdles:

- Resource Constraints: Limited funding affected printing quality, logistics, and examiner training.
- Infrastructure Issues: Many examination centers lacked adequate facilities, especially in remote areas.
- Irregularities and Malpractice: Attempts at cheating and collusion persisted, demanding continuous vigilance.
- Teacher and Examiner Training: The need for ongoing professional development was evident, especially in newer assessment techniques.
- Data Management: Handling large volumes of exam data required improved systems; in some cases, delays in result publication occurred.

Addressing these challenges remained a priority for the Board and policymakers.

Broader Implications for Somaliland's Education System

Educational Development Goals

The 2013 examination results and processes contributed to Somaliland's broader educational development goals, including:

- Enhancing access to quality secondary education.

- Promoting equitable assessment standards across regions.
- Preparing students for higher education and vocational opportunities.

Feedback Loop for Curriculum and Policy Reforms

Assessment outcomes provided vital feedback for curriculum developers and policymakers, guiding reforms aimed at:

- Updating syllabi to meet modern demands.
- Introducing new examination formats, such as continuous assessment.
- Strengthening teacher training programs.

Building International Credibility

Efforts to improve examination integrity and standards fed into Somaliland's aspirations for international recognition of its educational credentials, facilitating student mobility and higher education collaborations.

Future Outlook and Recommendations

Looking beyond 2013, the Somaliland Examination Board has several avenues for growth:

- Technological Integration: Implementing digital examination systems to streamline processes and reduce malpractice.
- Capacity Building: Investing in examiner training and infrastructural upgrades.
- Data Management: Developing robust data systems for real-time monitoring and analysis.
- Community Engagement: Raising awareness among parents, teachers, and students about examination standards and ethics.
- Partnerships: Collaborating with international organizations for technical support and capacity enhancement.

By focusing on these areas, Somaliland aims to bolster its examination system's credibility, reliability, and fairness.

Conclusion

The Somaliland Examination Board 2013 exemplifies a critical phase of educational assessment development within the region. While achievements like increased pass rates and curriculum alignment highlight progress, persistent challenges underscore the need for continued reform and

investment. As Somaliland navigates its educational journey, the lessons learned from the 2013 examination cycle serve as valuable benchmarks for future growth, ensuring that its youth are well-equipped for the demands of the modern world.

QuestionAnswer What were the main examination subjects offered by the Somaliland Examination Board in 2013? In 2013, the Somaliland Examination Board conducted exams in subjects such as Mathematics, Science, Social Studies, Somali Language, English, and Islamic Studies for secondary school students. How did students access their 2013 Somaliland Examination results? Students could access their 2013 examination results through official Somaliland Examination Board websites, local schools, or authorized centers, often via online portals or physical result slips. Were there any significant changes in the 2013 Somaliland examination policies compared to previous years? Yes, 2013 saw the introduction of standardized grading systems and improved security measures to prevent exam malpractices, aligning with efforts to enhance exam integrity. What were the pass rates for the Somaliland examinations in 2013? The pass rates in 2013 varied by subject and region, but overall, there was a notable increase in successful candidates compared to previous years, reflecting improved academic performance. How did the Somaliland Examination Board ensure the security and fairness of the 2013 exams? The board implemented strict security protocols, including secure exam centers, CCTV surveillance, standardized question papers, and strict invigilation to promote fairness and prevent cheating. Were there any notable challenges faced by students or the Somaliland Examination Board in 2013? Some challenges included logistical issues in remote areas, resource limitations, and occasional exam paper leaks, which prompted the board to reinforce security and logistical measures. How did the 2013 Somaliland examinations impact students' higher education opportunities? The results from 2013 played a crucial role in university admissions and scholarships, with higher-performing students gaining access to further education both locally and abroad. What preparations did the Somaliland Examination Board undertake for the 2013 exams? Preparations included printing and securing exam papers, training invigilators, setting up examination centers, and conducting awareness campaigns to ensure smooth administration. Where can I find historical data or records of the 2013 Somaliland Examination Board results? Historical records and results from 2013 can be accessed through the Somaliland Ministry of Education, the Somaliland Examination Board official website, or local educational institutions' archives.

Related keywords: Somaliland Examination Board, 2013 exams, Somaliland education, Somaliland secondary exams, Somaliland certification, Somaliland exam results 2013, Somaliland academic standards, Somaliland curriculum 2013, Somaliland grading system, Somaliland exam procedures

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