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Access Assessment Timetable and Concession Letter on Student Portal

Capability: Assessment Management / Concessions

Target Audience: Students

Version control: Version 1.0 (Draft)

**Release date:** 15 May 2024

Table of Contents

Student Guide – How to access assesment timetable and concession letter

Introduction

Your personal assessment timetable will show all the assessments that you are registered to take. It will show the date, time, and duration of each assessment, and whether a concession was granted if applied for.

How to access your assessment timetable on the student portal

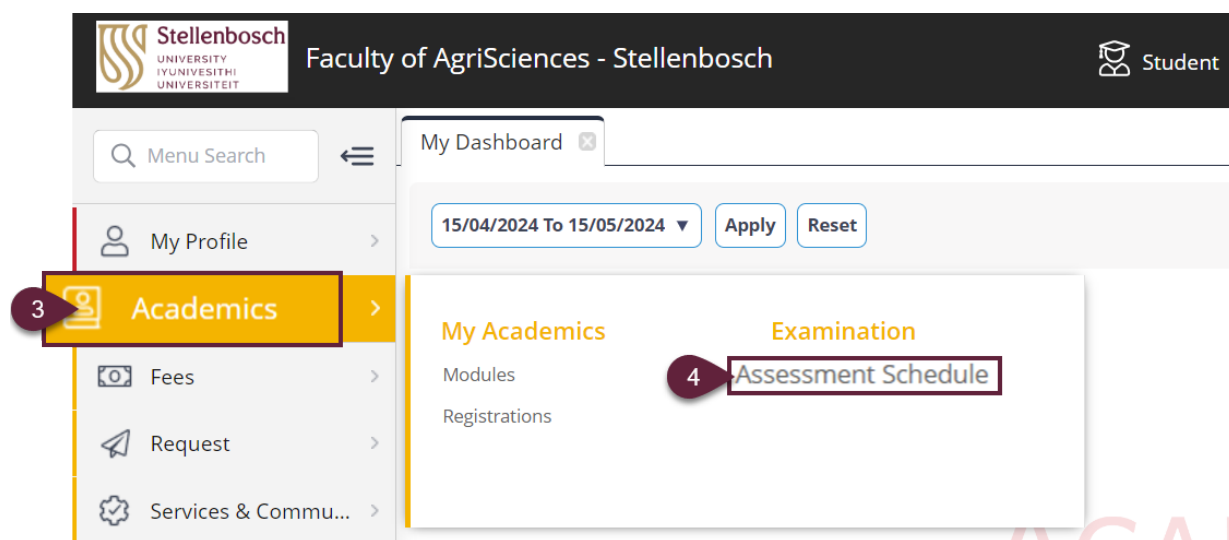**STEP 1:** In your web browser, go to https://student.sun.ac.za/ and Click on the Student Icon
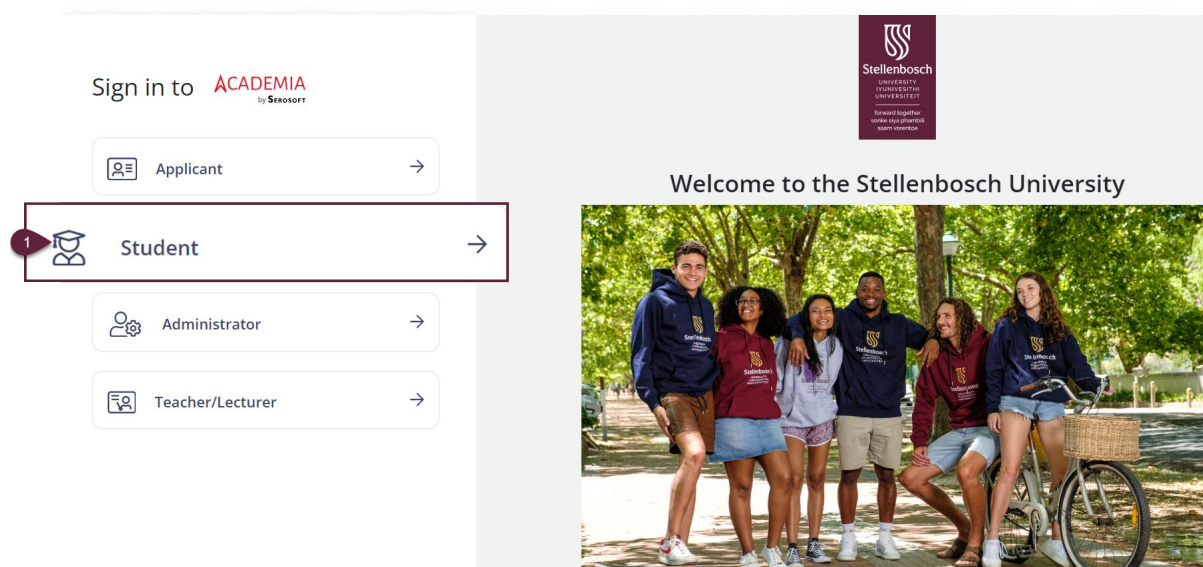
**STEP 2:** Complete Student Login details and select Login.
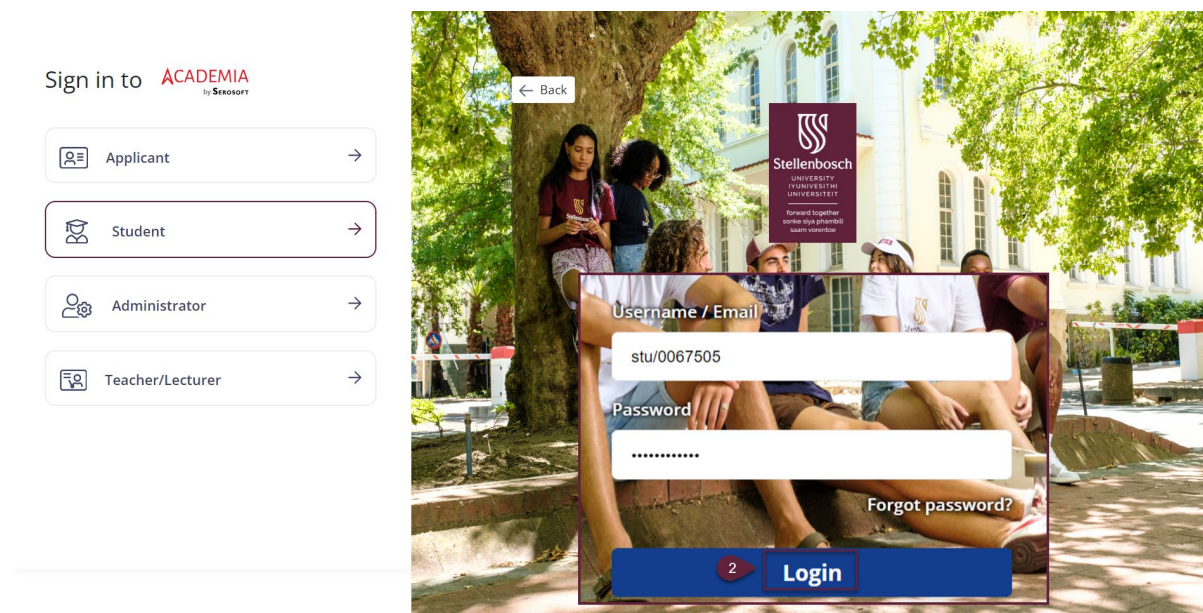
How to access your Assessment Timetable on the student portal continue…

STEP 3 & 4: On the Navigation panel select Academics and then select Assessment Schedule

STEP 5: In the Assessment Schedule Tab a search screen display. Ensure Programme, Intake year and Period that is automatically populated is correct; if incorrect then select from dropdown the correct information. When all filters are complete select Search.
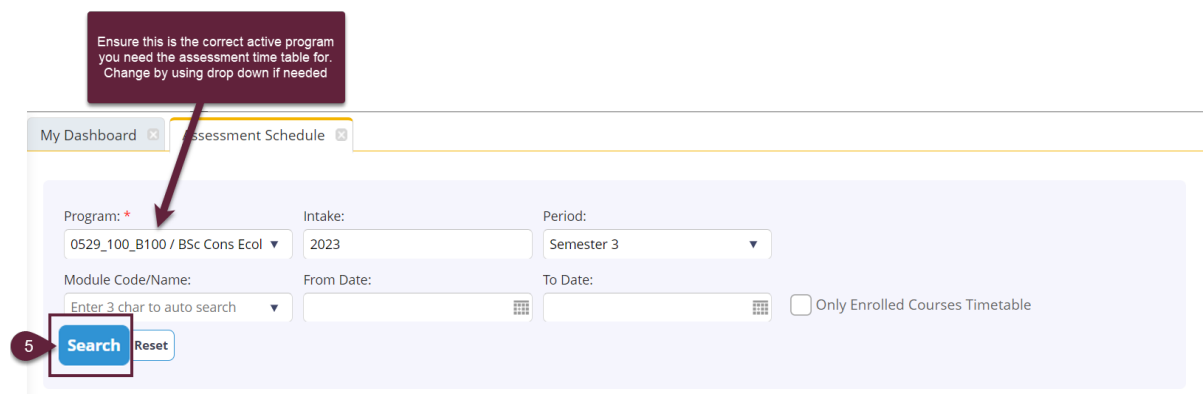
How to access your Assessment Timetable on the student portal continue.

STEP 6 & 7: Your assessment timetable will now display below the search. Export the timetable into PDF. Select the PDF Icon drop down and select Export All.
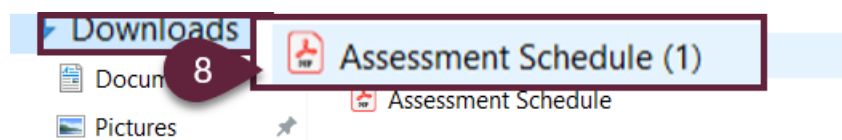
Module Code/Name	Event Name	Date	Time	Building	RoomNumber
64165-124/Geo-Environmental Science 124	A1E1	14 Mar 2024			
25046-124/Biology 124	A1E1	15 Mar 2024			
11479-124/Chemistry 124	A1E1	18 Mar 2024			
53953-214/Biodiversity And Ecology 214	A1E1	19 Mar 2024			
12923-	A1E1	25 Mar 2024			

STEP 8: Go to File explorer under Download folder and open the downloaded assessment timetable.

Step 9: You can now view the opened pdf file.

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Report Name: Assessment Schedule

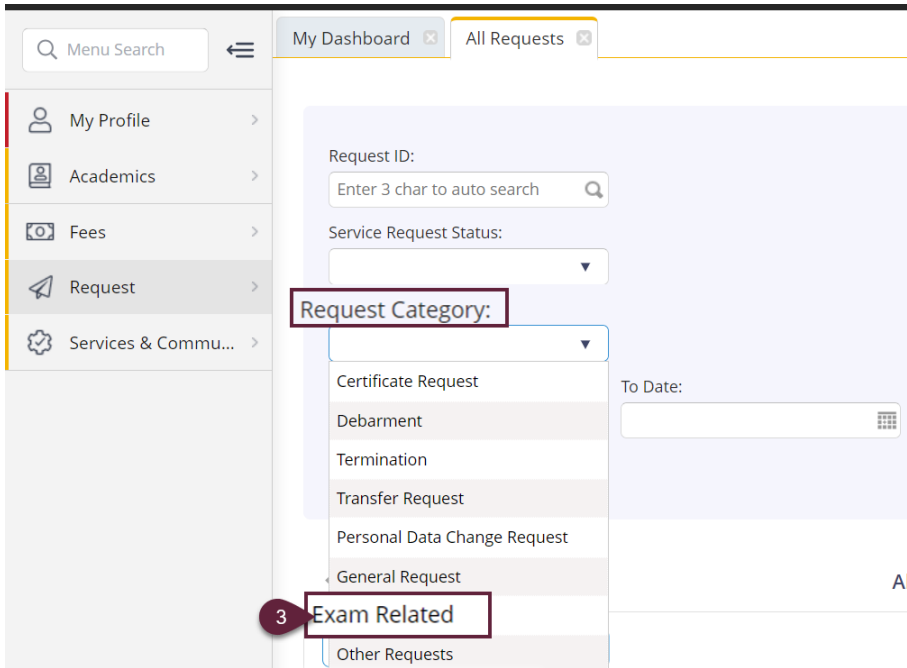| Serial No.	Module Code/Name	Event Name	Date	Time	Building	RoomNumber	ConcessionType
1	64165-124/Geo-Environmental Science 124	A1E1	14 Mar 2024				
2	25046-124/Biology 124	A1E1	15 Mar 2024				
3	11479-124/Chemistry 124	A1E1	18 Mar 2024				
4	53953-214/Biodiversity And Ecology 214	A1E1	19 Mar 2024				
5	12923-214/Geographical Info Technology 214	A1E1	25 Mar 2024				
6	53953-212/Biodiversity And Ecology 212	A1E1	27 Mar 2024				
7	25046-124/Biology 124	A1E2	16 Apr 2024				

How to access your Concession letter on the student portal

STEP 1 & 2: On the Navigation panel select Request and then select All Request
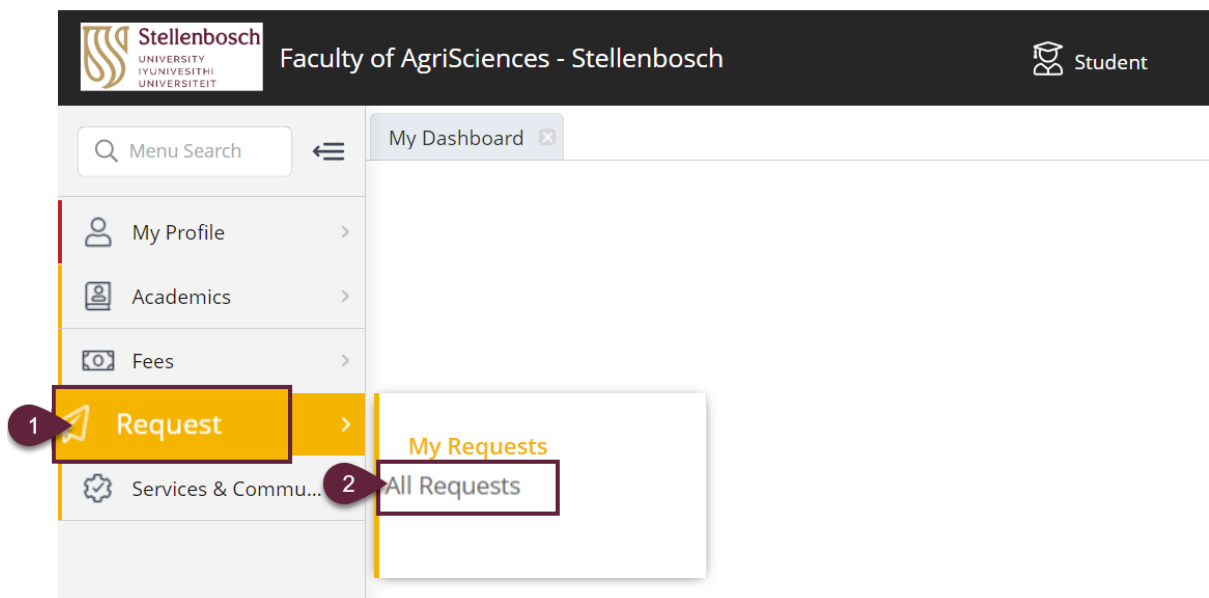
STEP 3: On this screen select from the request Category drop down Exam Related.
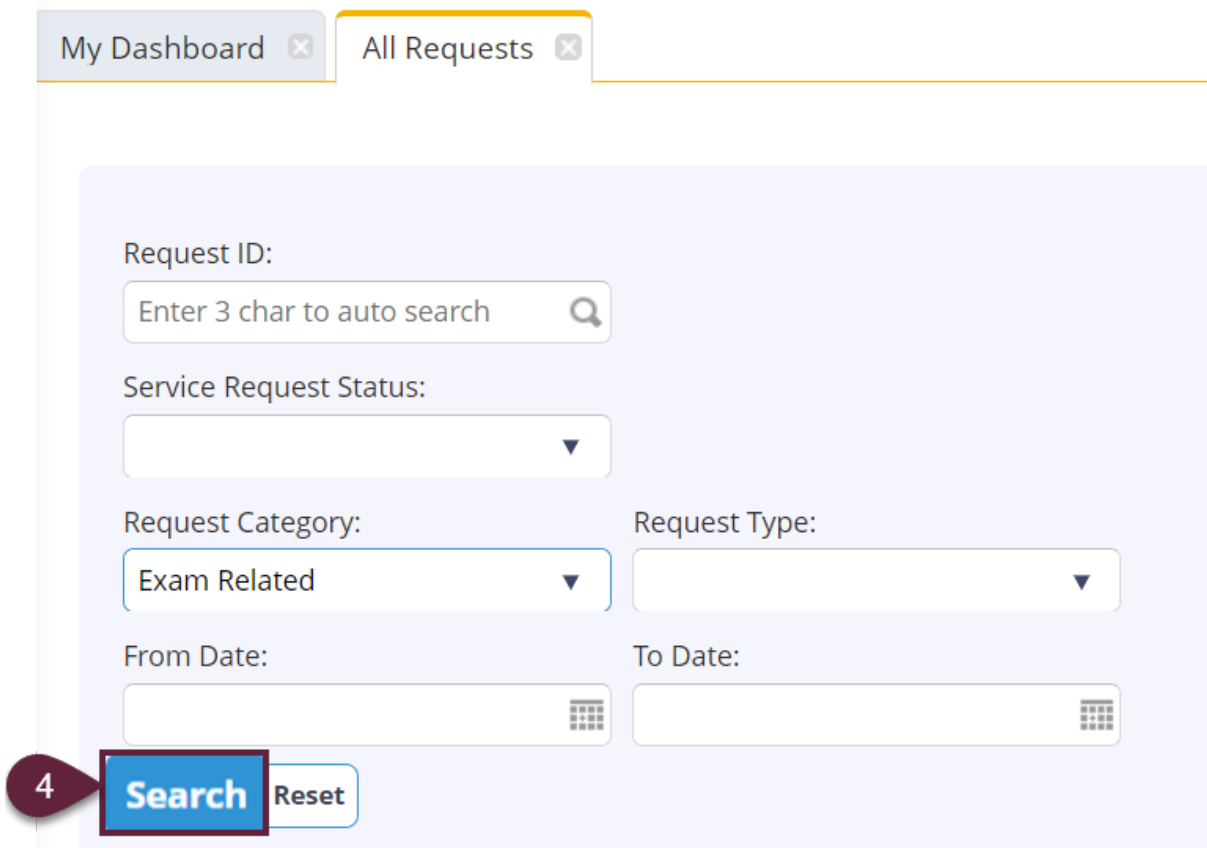
How to access your Concession Letter on the student portal continue

STEP 4: Select Search

STEP 5: In the search result under column" Approval Letter". Click on the hyperlink to open the concessions letter in pdf.

Request ID	Request By	Requester Name	Program	Section	Request Category	Request Type	Request Date	Request Assigned To	SLA Days	Service Request Status	Application Form	Approval Letter
												Approved Letter

This completes this Process on How to access your Concession Letter on the student portal.