



Access Exam Table 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

---

Introduction .....	3
How to access your assessment timetable on the student portal.....	4
How to access your concession letter on the student portal.....	7

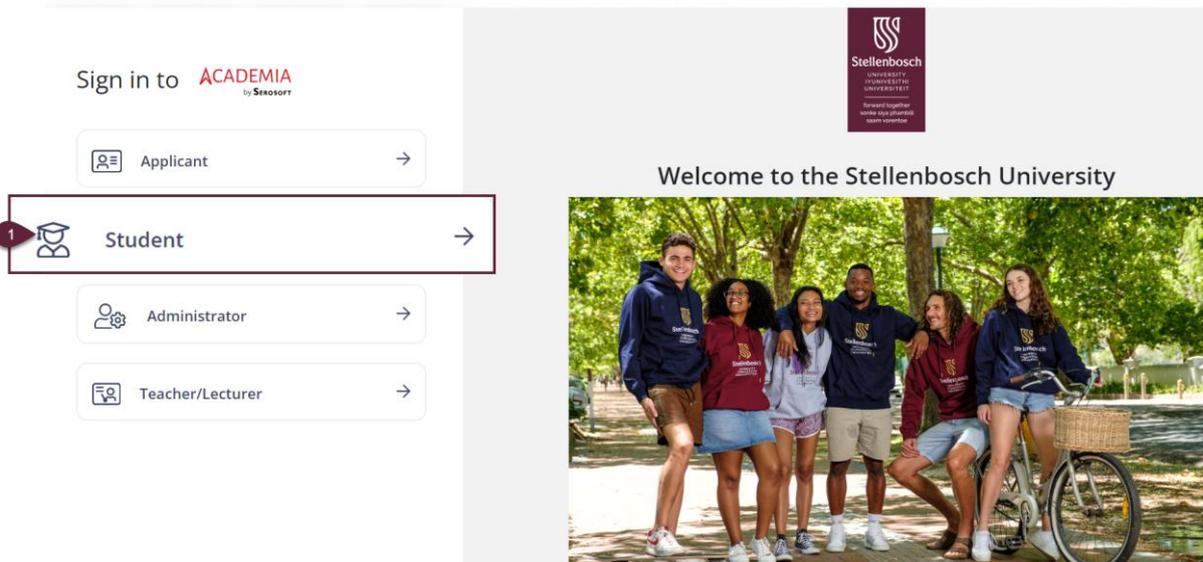
## Introduction

---

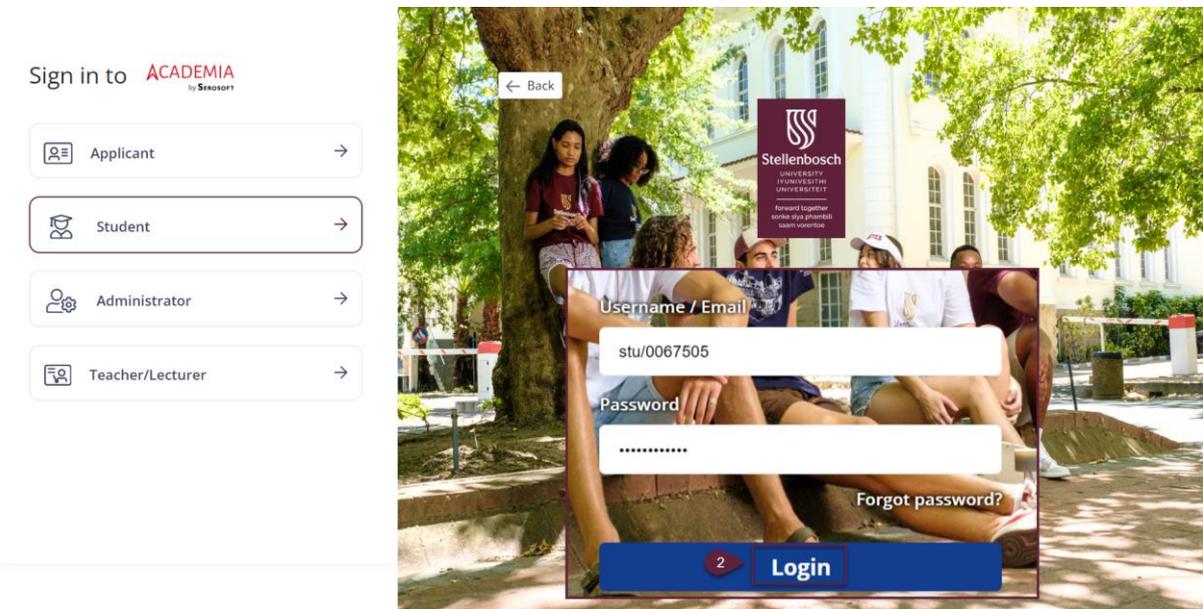
Your personal assessment (exam) timetable will show all the assessment that you are registered to take. It will show the date, time, and duration of each assessment, and whether a concession was granted if applied for.

# 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

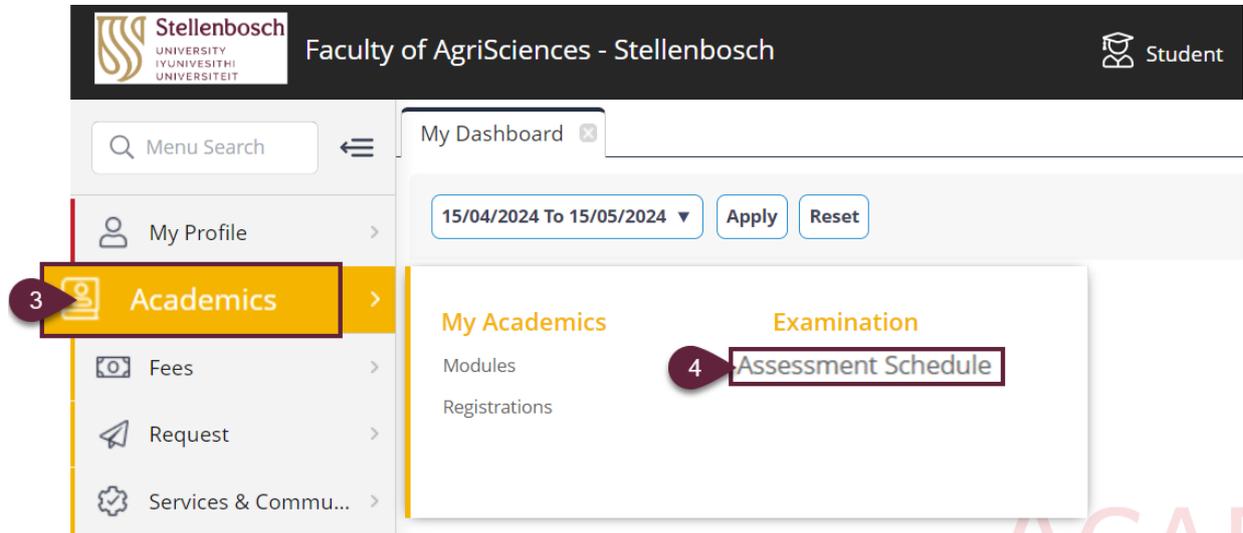


**STEP 2:** Complete Student Login details and select Login.

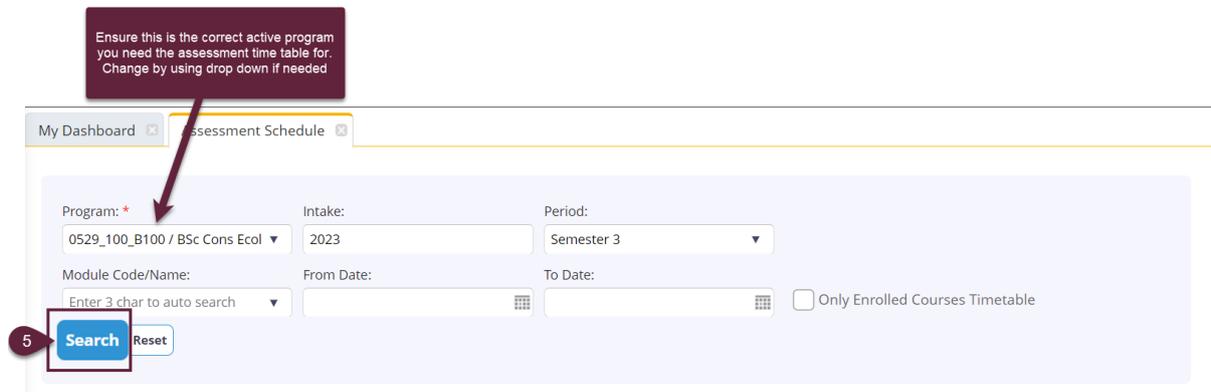


How to access your Assessment timetable on the student portal continue...

**STEP 3 & 4:** On the Navigation panel select Academics and then select Assessment (exam) Schedule



**STEP 5:** In the Assessment Schedule tab, a search screen will display. Please first make sure that the *Program*, *Intake* (year), and *Period* (semester) are correct. These fields are automatically populated, so if they are incorrect, please change these filters. When you've done this, and all filters are complete, select *Search*.



How to access your assessment (exam) timetable on the student portal continue...

**STEP 6 & 7:** Your assessment (exam) table will now display below the search. Export the timetable into PDF. Select the PDF Icon drop down and select Export All.

My Dashboard Assessment Schedule

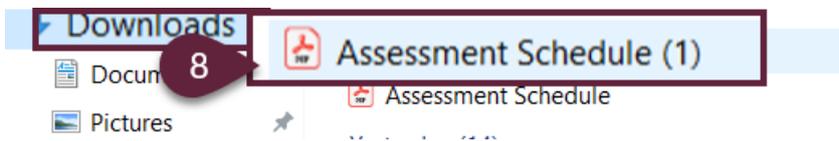
Assessment Schedule

100 1-45 of 45 >>

Export Current Page  
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 (exam) table.



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

Faculty of AgriSciences - Stellenbosch



Report Name: Assessment Schedule

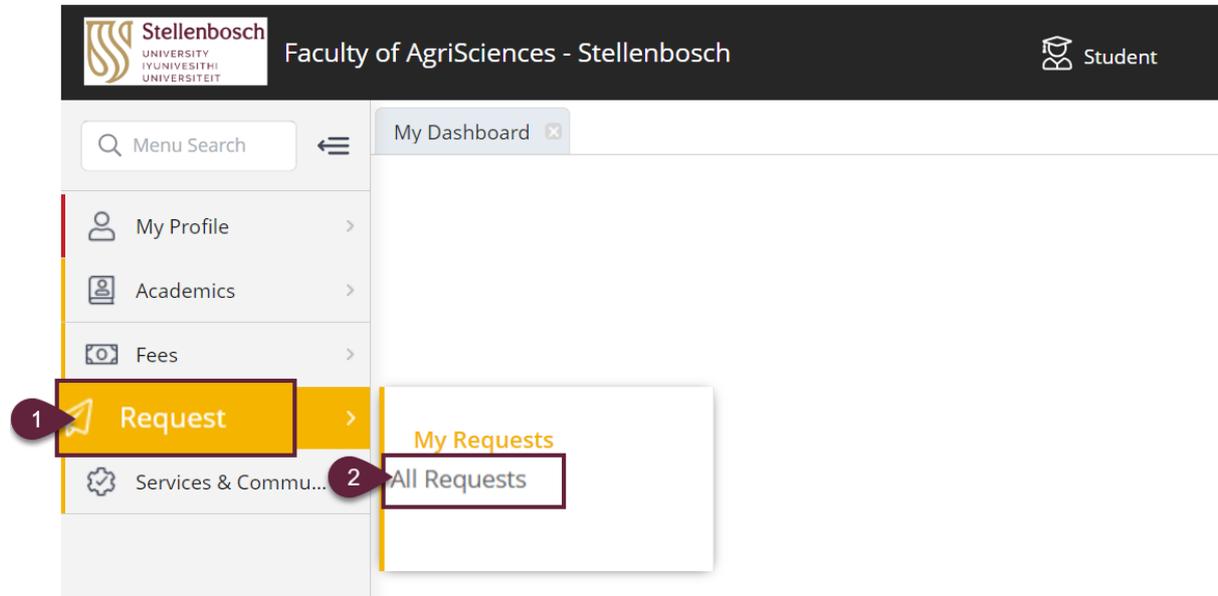
Serial No.	Module Code/Name	Event Name	Date	Time	Building	RoomNumber	ConcessionType
1	64165-124/Geo-Environmental Science 124	A1E1	14 Mar 2024				
2	25046-124/Biology 124	A1E1	15 Mar 2024				
3	11479-124/Chemistry 124	A1E1	18 Mar 2024				
4	53953-214/Biodiversity And Ecology 214	A1E1	19 Mar 2024				
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				

This completes this Process on How to access your Assessment timetable on the student

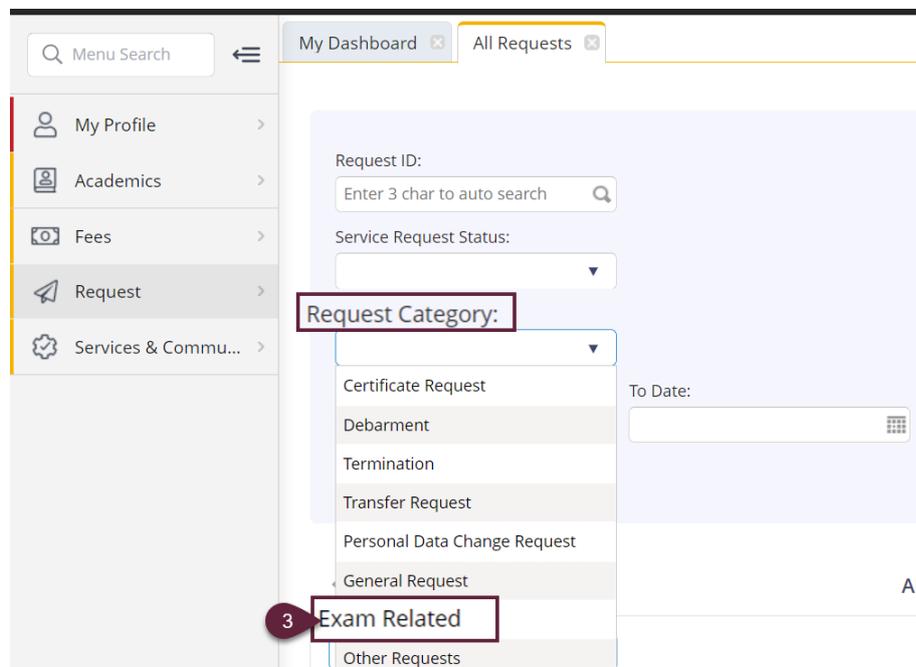
portal. 

# How to access your concession letter on the student portal

**STEP 1 & 2:** On the Navigation panel select Request and then select All Request

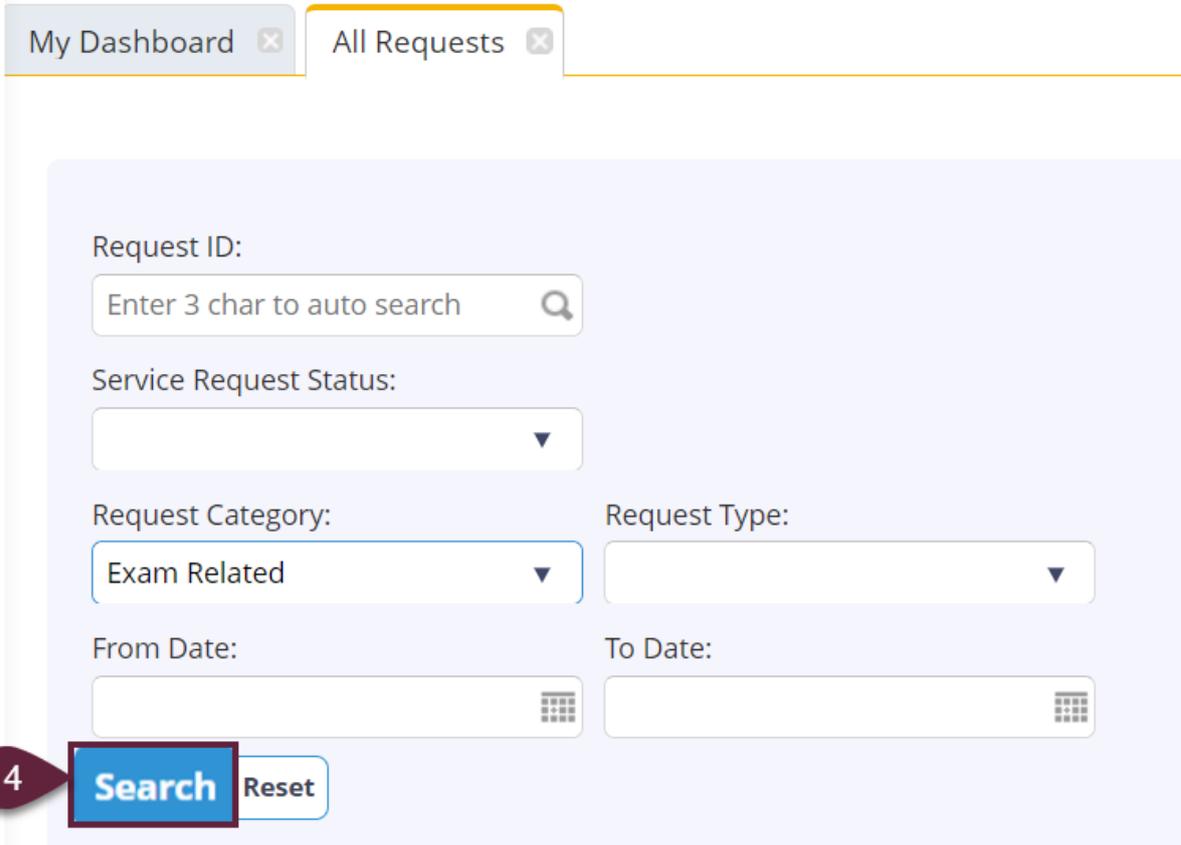


**STEP 3:** On this screen select from the Request Category drop down Exam Related.



## How to access your concession letter on the student portal continue

### STEP 4: Select Search



My Dashboard × All Requests ×

Request ID:  
 

Service Request Status:

Request Category:  ▼ Request Type:  ▼

From Date:   To Date:  

**4**

**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
												<b>5</b> <a href="#">Approved Letter</a>

This completes this process on how to access your concession letter on the student portal.

