



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



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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...

Schedule

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

	Stellenbosch UNIVERSITY IVUNIVESITHI UNIVERSITEIT	culty	of AgriSciences - S	Stellenbosch	🔯 Student
	Q Menu Search	∉	My Dashboard 🛛		
	A My Profile	>	15/04/2024 To 15/05/	/2024 V Apply Reset	
3	Academics	>	My Academics	Examination	
	C Fees	>	Modules	4 Assessment Schedule	
		>	Registrations		
	🐼 Services & Commu.	>			

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*.

_	Ensure this is the correct active p you need the assessment time ta Change by using drop down if n	orogram bble for. eeded			
N	y Dashboard 🖸 Assessment Sch	edule 🛛			
	Program: *	Intake:	Period:		
	0529_100_B100 / BSc Cons Ecol 🔻	2023	Semester 3	¥	
	Module Code/Name:	From Date:	To Date:		
	Enter 3 char to auto search			Only Enrolled Courses Timetable	
5	Search Reset				

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 🛛 As	sessment Schedule 🛛					
≪ < 100 ▼ 1-4	5 of 45 > ≫	Asses	sment Schedule			
Module Code/Name	Event Name	Date	Time	Building	RoomNumber	Export All
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.

Downloads		
🖹 Docum 8	📩 Assessment Schedule (1)	
Docum	Assessment Schedule	1
Pictures	*	

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

Faculty of AgriSciences - Stellenbosch							Stellenbosch UNIVERSITY IVUNIVESITHI UNIVERSITEIT		
	Report Name: Assessment Schedule								
Serial No.	Module Code/Name	Event Name	Date	Time	Building	RoomNumber	ConcessionType		
1	64165-124/Geo-Envi ronmental Science 124	A1E1	14 Mar 2024						
2	25046-124/Biology 124	A1E1	15 Mar 2024						
3	11479-124/Chemistr y 124	A1E1	18 Mar 2024						
4	53953-214/Biodiver sity And Ecology 2 14	A1E1	19 Mar 2024						
5	12923-214/Geograph ical Info Technolo gy 214	A1E1	25 Mar 2024						
6	53953-212/Biodiver sity And Ecology 2 12	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

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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

	Stellenbosch UNIVERSITY IVVNIVERSITHI UNIVERSITEIT	aculty	of AgriSciences - Stellenbosch	Student
	Q Menu Search	ŧ	My Dashboard 🛛	
	A My Profile	>		
	Academics	>		
	Fees	>		
1	Request) J 2	My Requests All Requests	

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

Q Menu Search 🗲	My Dashboard 🛛 All Requests 🛛	
🐣 My Profile >		
	Request ID:	
Academics	Enter 3 char to auto search Q	
Image: Constraint of the second s	Service Request Status:	
A Poquest	v	
Ki kequest	Request Category:	
😥 Services & Commu >	v	
	Certificate Request	To Date:
	Debarment	
	Termination	
	Transfer Request	
	Personal Data Change Request	
	General Request	All
	3 Exam Related	
	Other Requests	



How to access your concession letter on the student portal continue

STEP 4: Select Search

Dashboard 🗵 All Requests	5 🗵	
Request ID:		
Enter 3 char to auto search	Q	
Service Request Status:		
	•	
Request Category:		Request Type:
Exam Related	•	•
From Date:		To Date:

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
											5	Approved Letter

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

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