



Access Examination Results on Student Portal

Capability: Marks Capturing

Target Audience: Students

Version control: Version 1.0

Release date: 19 July 2024

## Table of Contents

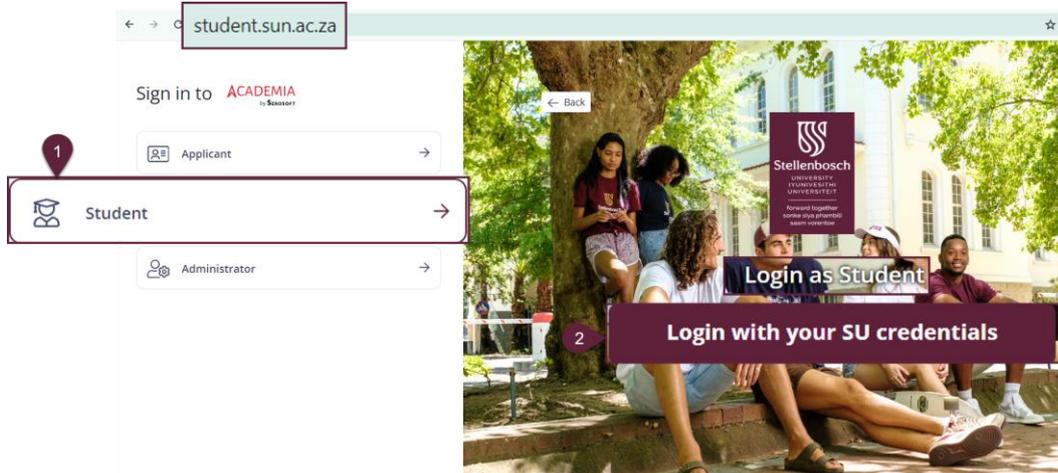
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# How to access your Examination Results on the Student portal

**STEP 1:** In your web browser, go to <https://student.sun.ac.za/> and Click on the Student Icon

**STEP 2:** Click on Login with your SU credentials button.



**STEP 3:** Enter your SU Username (SU Email) and click on Next



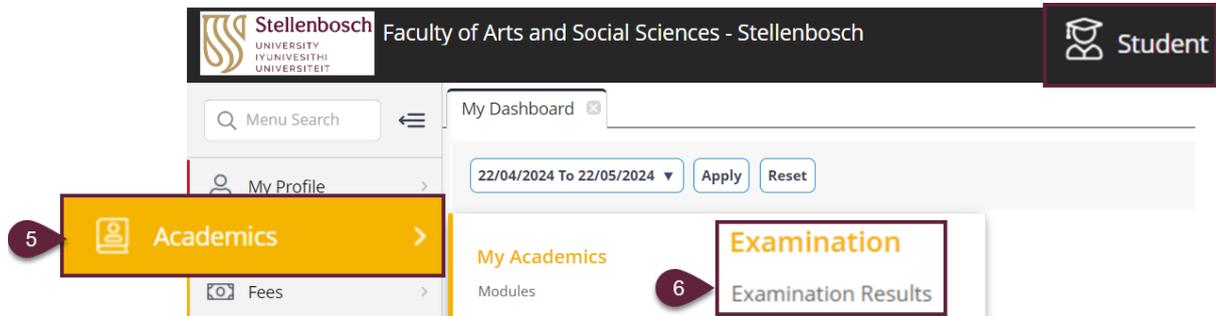
**STEP 4:** Enter your SU Password and click on Sign in, and Authenticate via the Microsoft Authenticator app.



**Note:** You will need to set up MFA verification if you have not done so before. Use the [MFA User Guide](#) available or log a call with the [ICT Partner portal](#).

How to access your Examination Results on the student portal continued:

**STEP 5&6:** On the Navigation panel select Academics and then select Examination Results under the Examination heading.



There are two types of Assessment Levels:

1. **Event Level** – this is where you find the marks captured by the departments (e.g. MYM, MTD, A1, etc).
2. **Course Level** – this is where you find the final result (Final Mark or Final Grade) for the module.

**STEP 7&8 Event Level:** In the Examination Results, ensure Program Code/Name, Intake and Period that are automatically populated are correct. In the Assessment Level field, click on the drop-down arrow and select Event. When the filter is complete, select Search.

**Note: The Assessment Level field will by Default show "Course".**

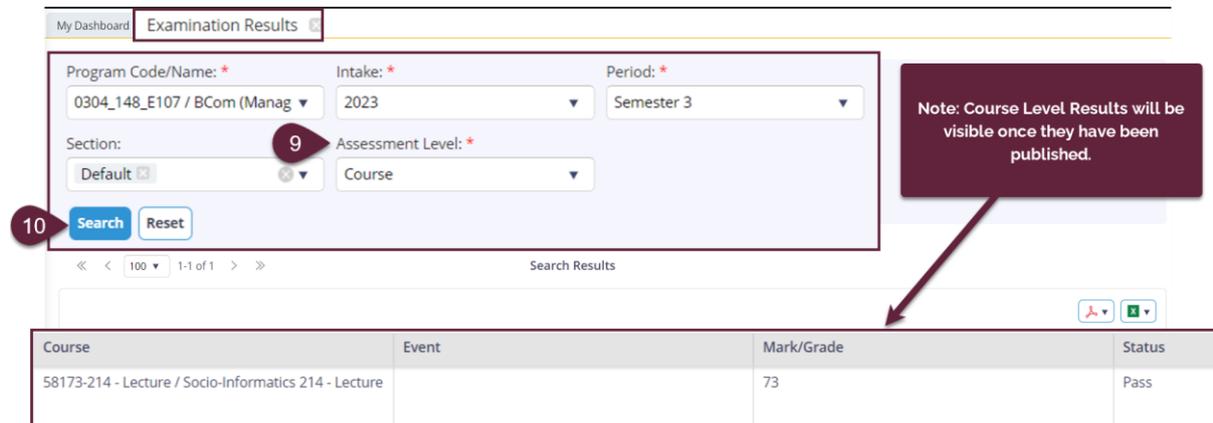
**Note: Event level results will be visible once they have been published. Not all event marks are published by Departments.**

Course	Event	Mark/Grade	Status
58173-214 - Lecture / Socio-Informatics 214 - Lecture	A1	70	Pass
58173-214 - Lecture / Socio-Informatics 214 - Lecture	MTD	63	Pass
58173-214 - Lecture / Socio-Informatics 214 - Lecture	A2	57	Pass

You can click on the drop-down arrow next to the PDF or EXCEL icon, then click on **Export All**. The file will download to your local download folder.

How to access your Examination Results on the student portal  
continued:

**STEP 9&10 Course Level:** In the Examination Results, ensure Program Code/Name, Intake and Period that are automatically populated are correct. In the Assessment Level field, click on the drop-down arrow and select Course. When the filter is complete, select Search.



Course	Event	Mark/Grade	Status
58173-214 - Lecture / Socio-Informatics 214 - Lecture		73	Pass



**Note:** If you do not have a final mark for the module, a 0 (zero) mark with a status of "Fail" may appear above.

This completes the process on **How to access your Examination Results on the Student portal.**

