



Access Assessment timetable and Concession letter on student portal

Capability: Assessment management / concessions

Target audience: students

Version control: version 3

Release date: September 2025

Contents

Introducing the Assessment timetable	3
Very important notice	4
How to access your Assessment timetable on the student portal.....	5
How to access your Concession letter on the student portal.....	8

Introducing the Assessment timetable

Your personal **Assessment Schedule** (timetable) will indicate all the assessments for the modules for which you are registered. It will show the date, time, and duration of each assessment, and whether a concession (**Concession Type**) you applied for was granted.

The last column — **Access Provided** — will indicate if you have access to the specific assessment event, if the event is managed centrally. For A3 assessments, this column will be updated two to three days prior to the A3 event.

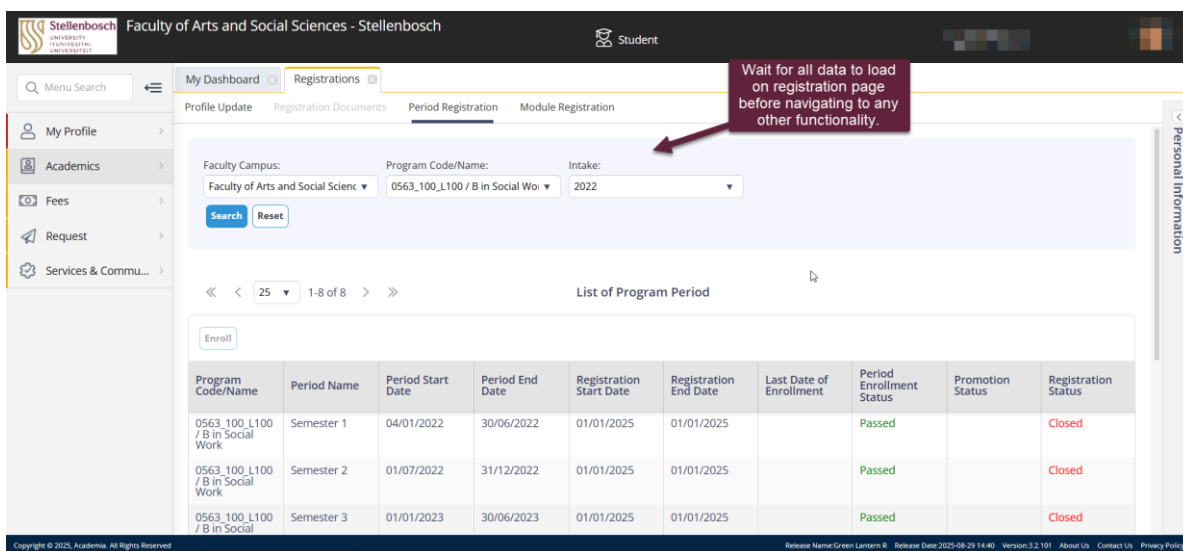
PLEASE NOTE: The **Building**, **Room Number** and **Access Provided** columns for assessment events managed by faculties/academic departments are not maintained on SUNStudent. Contact your faculty/academic department for this information.

« < 25 1-23 of 23 > » Assessment Schedule

Module Code/Name	Event Name	Date	Time	Building	RoomNumber	ConcessionType	Access Provided
15865-378/Social Work 378	A2S1E1	05 Jun 2025	09:00 AM				Yes
15865-378/Social Work 378	A1S2E1	16 Sep 2025					
15865-378/Social Work 378	A2S2E1	10 Nov 2025	02:00 PM				Yes
15865-378/Social Work 378	A2S2E2	13 Nov 2025	02:00 PM				Yes
15865-378/Social Work 378	A3S2E1	04 Dec 2025	02:00 PM				
15865-378/Social Work 378	A3S2E2	05 Dec 2025	09:00 AM				

Very important notice

When entering the student portal, ensure that the **Registrations** page is fully loaded before you navigate to any other section on the portal. The **Registrations** page receives real time information from SUNStudent, and it takes a while to load. Please be patient and wait until all the relevant registration information is displayed on the page. If you do not wait and navigate to the **Academics** section too soon, your timetable will not be displayed. This is not a system error. The data download must be completed before you can proceed.



Stellenbosch University Faculty of Arts and Social Sciences - Stellenbosch

Student

Menu Search

My Dashboard Registrations

Profile Update Registration Documents Period Registration Module Registration

Faculty Campus: Faculty of Arts and Social Scienc Program Code/Name: 0563_100_L100 / B in Social Wo Intake: 2022

Search Reset

Wait for all data to load on registration page before navigating to any other functionality.

List of Program Period

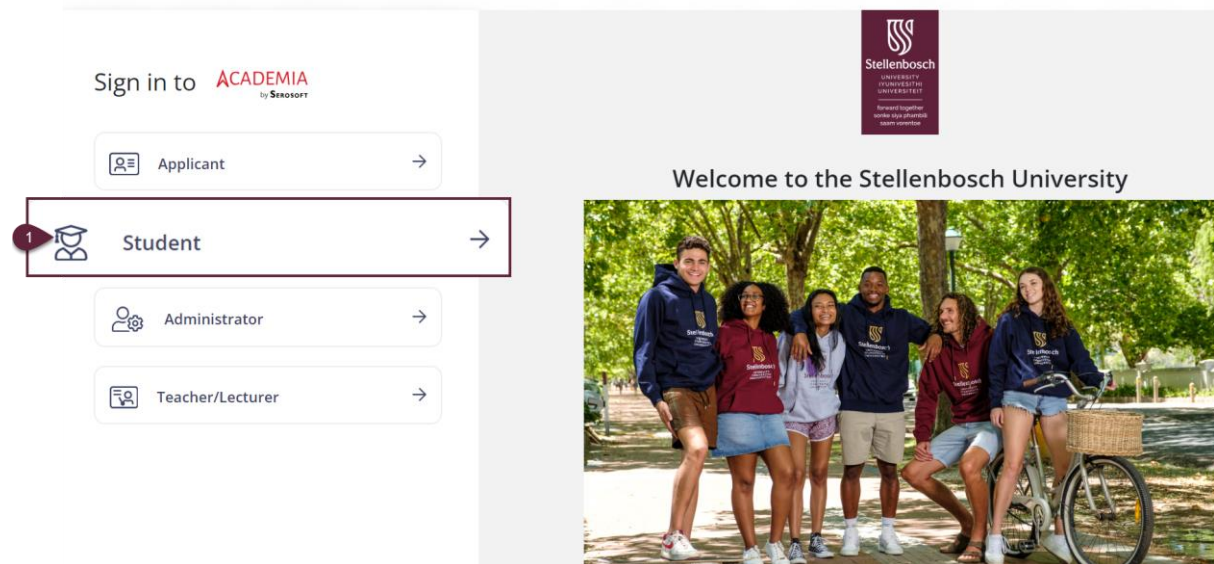
Enroll

Program Code/Name	Period Name	Period Start Date	Period End Date	Registration Start Date	Registration End Date	Last Date of Enrollment	Period Enrollment Status	Promotion Status	Registration Status
0563_100_L100 / B in Social Work	Semester 1	04/01/2022	30/06/2022	01/01/2025	01/01/2025		Passed		Closed
0563_100_L100 / B in Social Work	Semester 2	01/07/2022	31/12/2022	01/01/2025	01/01/2025		Passed		Closed
0563_100_L100 / B in Social Work	Semester 3	01/01/2023	30/06/2023	01/01/2025	01/01/2025		Passed		Closed

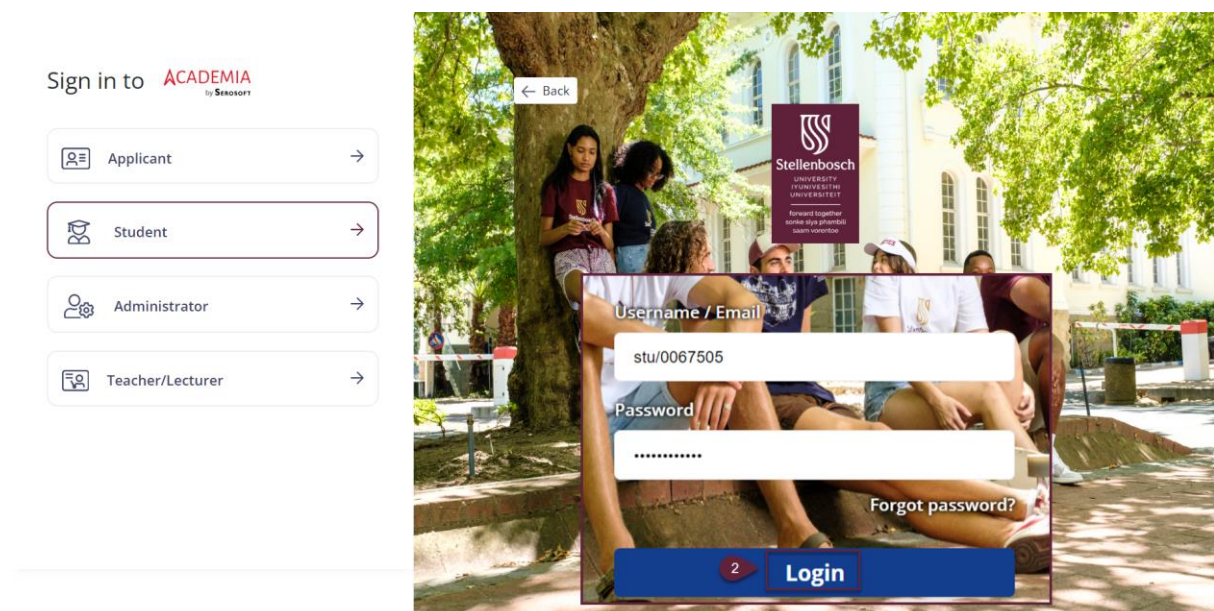
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How to access your Assessment timetable on the student portal

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

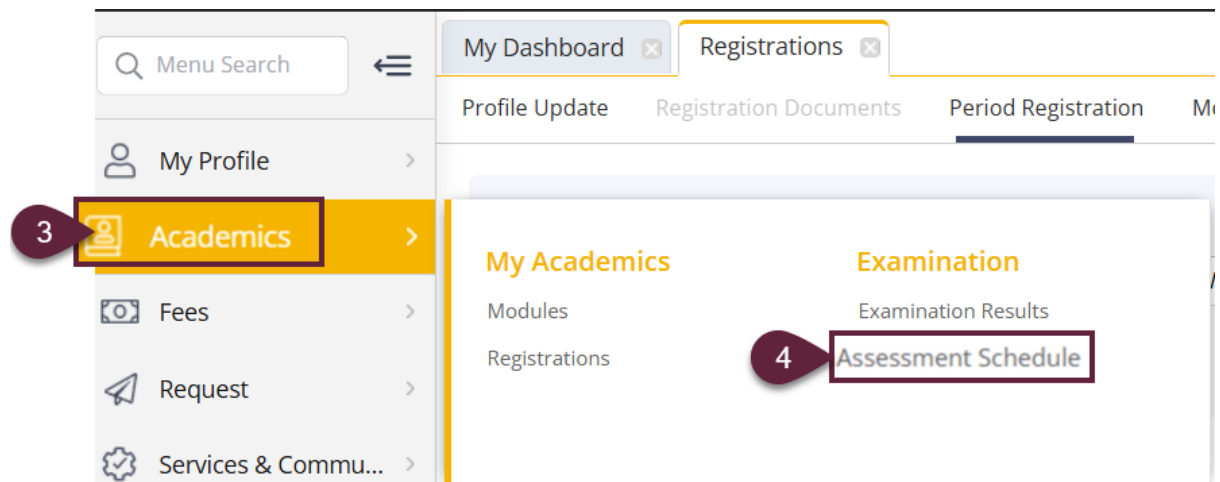


STEP 2: Complete your student login details and select **Login**.

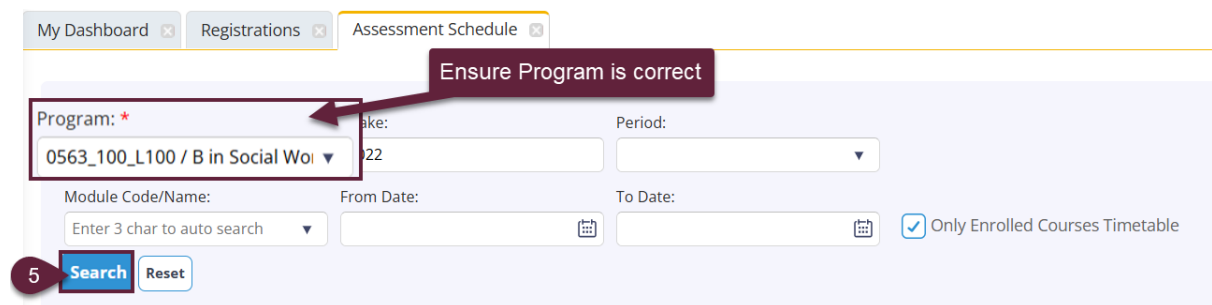


How to access your Assessment timetable on the student portal (continued)

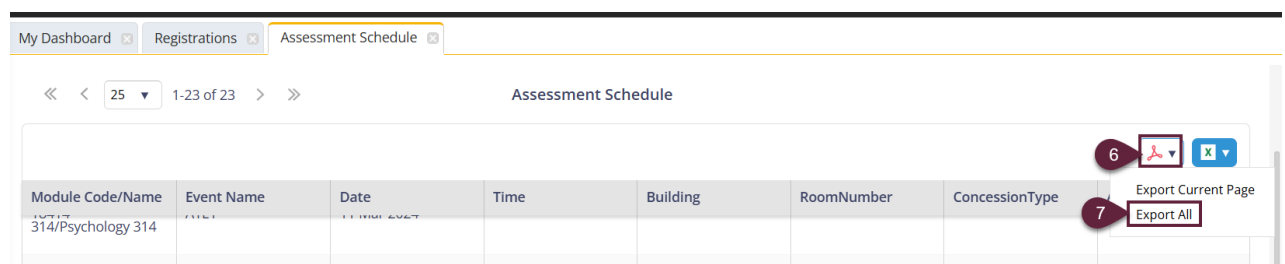
STEPS 3 & 4: On the navigation panel, select **Academics** and then select **Assessment Schedule**



STEP 5: A search screen displays in the **Assessment Schedule** tab. Ensure that the information under **Program**, **Intake** year and **Period** (which is populated automatically) is correct before you proceed. If incorrect, select the correct information from the dropdown fields. When all filters are complete, select **Search**.

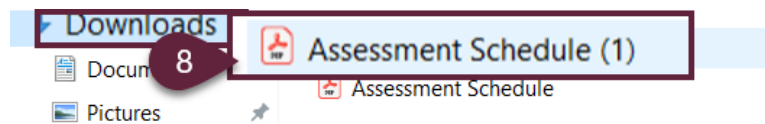


STEPS 6 & 7: Your assessment timetable will now display below the **Assessment Schedule** heading. Export the timetable into PDF format. Select the **PDF** icon dropdown and select **Export All**.



How to access your Assessment timetable on the student portal (continued)

STEP 8: Go to **File Explorer** under your **Downloads** folder, and open the downloaded **Assessment Schedule**.



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



Serial No.	Module Code/Name	Event Name	Date	Time	Building	RoomNumber	ConcessionType	Access Provided
16	15865-278/Social Work 278	A3S2E2	07 Dec 2024	02:00 PM				
17	15865-378/Social Work 378	A1S1E1	30 Apr 2025					
18	15865-378/Social Work 378	A2S1E1	05 Jun 2025	09:00 AM				Yes
19	15865-378/Social Work 378	A1S2E1	16 Sep 2025					
20	15865-378/Social Work 378	A2S2E1	10 Nov 2025	02:00 PM				Yes
21	15865-378/Social Work 378	A2S2E2	13 Nov 2025	02:00 PM				Yes
22	15865-378/Social Work 378	A3S2E1	04 Dec 2025	02:00 PM				
23	15865-378/Social Work 378	A3S2E2	05 Dec 2025	09:00 AM				

The last column — **Access Provided** — will indicate if you have access to the specific assessment event, if the event is managed centrally. For A3 assessments, this column will be updated two to three days prior to the A3 event.

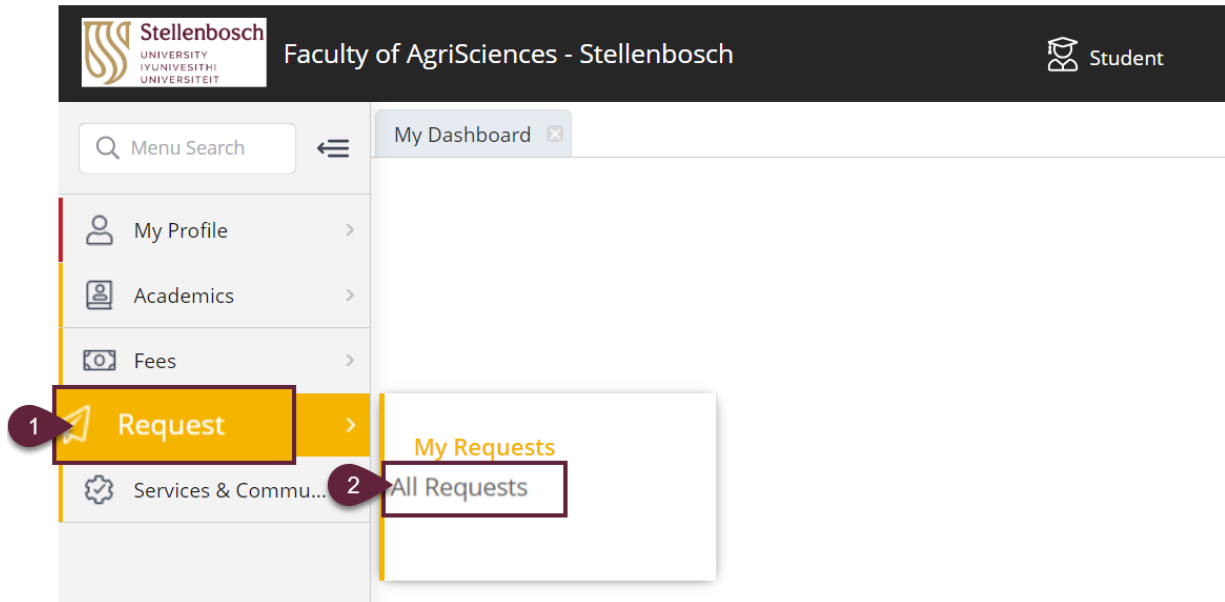
PLEASE NOTE: The **Building**, **Room Number** and **Access Provided** columns for assessment events managed by faculties/academic departments are not maintained on SUNStudent. Contact your faculty/academic department for this information.

This completes the section on how to access your assessment timetable on the student portal.

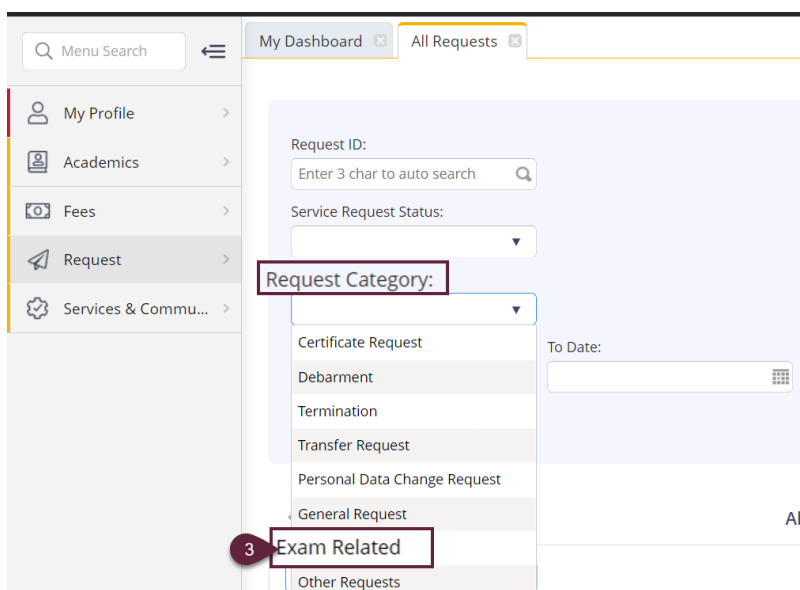


How to access your Concession letter on the student portal

STEPS 1 & 2: On the navigation panel, select **Request** and then select **All Requests**.

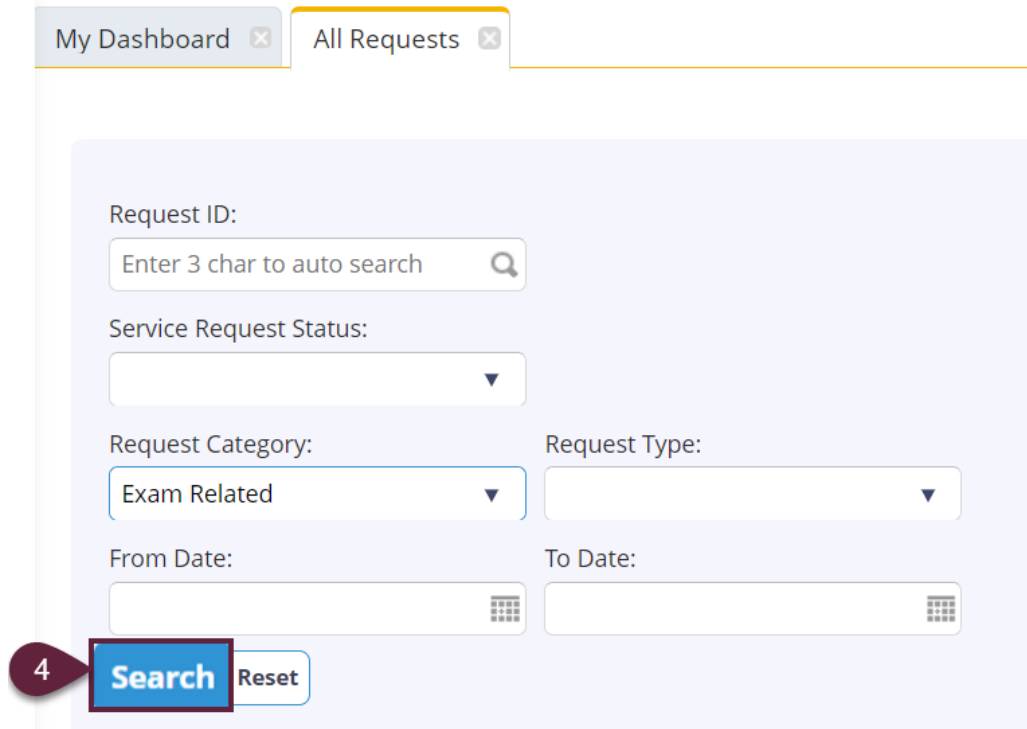


STEP 3: On this screen, select **Exam Related** from the **Request Category** dropdown menu.



How to access your Concession letter on the student portal (continued)

STEP 4: Select **Search**



My Dashboard × All Requests ×

Request ID:
Enter 3 char to auto search 🔍

Service Request Status:
▼

Request Category:
Exam Related ▼

Request Type:
▼

From Date:
📅

To Date:
📅

4 Search Reset

STEP 5: In the search result under column — **Approval Letter** — click on the hyperlink to open the Concession letter in PDF format.

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 section on how to access your concession letter on the student portal.

