

# **Deferred Examination Service Request Upload**

## **Deferred Examination Process:**

All forms can be obtained on the UCT Student Administrative Forms website

Deferred Examin	Deferred Examination Forms:					
ACA44	When a student wishes to apply to defer their examinations due to illness or other					
	good cause.					
ACA44a	When a student wishes to apply to defer their examinations due to illness or other					
	medical reason.					
	Note: This form should be submitted together with the ACA44: Deferred					
	Examination Application Form.					
ACA44b	To be completed if a student requires supplementary information to apply for the					
	Deferred Examination (DE).					
	Note: This form should be submitted together with the ACA44: Deferred					
	Examination Application Form.					

- Medical notes must be dated before the day of the missed exam, or on the day of the exam itself.
- Save the forms (ACA44 and ACA44a or ACA44b), your exam timetable, and any supporting documents as a single PDF and submit via a service request.
- Deferred Examinations: Guideline for Students.

### Part 1: Creating a Service Request for your Leave of Absence application

Login to the <u>PeopleSoft Student Administration Self Service</u>:

Password		
	Sign In	
	Enable Screen Reader Mode	

- Enter your user ID/Student number in upper case in the User ID field. E.g., XXXYYY001
- Enter your UCT password into the **Password** field.
- Select the Sign In button

UNIVERSITY OF CAPE TOWN Insummer understa demonstration and examinate Student Administration System					○ : ∅
Student Homepage ~					< 1 of 3 >
				E=	<b>^</b>
				No Action Required	
	Manage Classes	Student Finance	Undergraduate Funding	Postgrad & Postdoc Funding	
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	Join Clubs & Societies	Tasks	Service Requests	Cancellation of Registration	
			5=	r f n	
	<b>*</b>				
		1 To Do's			

• Select the **Service Requests tile** on your Student Homepage.



#### Student Systems Support Documentation

Service Requ	lests					
My Service Re	quests					
My Service Requ	ests					
E, Q				I< < ☐1-10 of 10	✓ > >   View All	
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date	
Crea	te New Request					

#### • Click the Create New Request button

Service R	equests							
Logistic To	Academic Institution University of Cape Town							
Select a Request Category								
Select a Re	quest Category							
E, Q	< < 1-8 of 8 ♥ > >							
	Request Category							
0	Registration Curriculum Approvals							
0	Change of Curriculum Applications							
	Deferred Examination Applications							
0	Leave of Absence (LOA) Applications							
0	Thesis/Dissertation related matters							
0	International Student Pre-registration Applications							
0	Postgraduate Funding Student Enquiries							
0	PostDoctoral Fellow Enguiries							
	Cancel Next >							

- Select the **tick box** for Deferred Examination Applications.
- Click the **Next** button once the tick box has been selected.

Service Requests				
Select a Request Type	1 <b>- 2</b> - 3			
			<	> View All
Request Type				
Upload Deferred Examination Application				
		Cancel	< Previous	Next >

- Select the **tick box** for Upload Deferred Examination Application.
- Click the **Next** button once the tick box has been selected.



#### Student Systems Support Documentation

Service Requests					
Select a Request Subtype	1 -2 -3				
Select a Request Subtype			< <	1-1 of 1 🗸	View All
Request Subtype					
Upload Humanities Deferred Examination Application					
		Cancel		< Previous	Next >

- Select the tick box for the relevant faculties Upload Deferred Examination Application subtype.
- Click the **Next** button once the tick box has been selected.

CONTRACT STREETING			
My Request Deta	ail		
Category	Deferred Examination Applications	Туре	Upload Deferred Examination Application
Subtype	Upload Humanities Deferred Examination Application	Request D	Date 28/10/2024
Status	Submission received		
Comment	s		4
E, Q			< < <b>1-1 of 1 →</b> > >
Attachments	Au <u>d</u> it ∥⊳		
Attached File		View	Add Attachment
		View	Add Attachment
Submit	Cancel		

• Click on the Add Attachment button to upload your Deferred Examination Application.



- Click on the Choose File button to choose your document/s.
- Once you have chosen the file you want to upload, click the **Upload** button.

**Note** Save the Appropriate Deferred Exam Application form, followed by any supporting documents as a **single PDF**, and submit the form/document via a service request. You will be **required** to upload these forms/documents in a **single PDF attachment**.



## Create Service Requests

1.0000000000000000000000000000000000000					
Ay Request Deta	ail				
Category	Deferred Examination Applica	ations	Туре Ор	oload Deferred Exa	mination Application
Subtype	Upload Humanities Deferred Application	Examination	Request Date	28/10/2024	
Status	Submission received				
Comment	Please review my attached D	eferred Examination Ap	plication.		
- File Attachment	s			< <	✓ </td
<ul> <li>File Attachment</li> <li>C</li> <li>Attachments</li> </ul>	s Au <u>d</u> it ⊪⊳			ا< <	∠ 1-1 of 1 ∨ > >
File Attachment     Q     Attachments     Attached File	s Au <u>d</u> it ⊪⊳	Description		K K	✓ </td
	S Audit II⊳	Description Deferred_Exam_A	oplication.pdf	K <	∠> 1-1 of 1 → > > View View -

- Add a comment in the **Comment Section** (e.g., "Please review my attached Deferred Examination Application.").
- Click on the **View** button to review your attached document.
- Click on the **Submit** button.

Service Requests							
LOADE TARNAR							
My Service Re	quests						
My Service Requ	ests						
E, Q				I< < 1−12 of 12	✓ > >   View All		
Request Number Request Type Request Subtype Request Date Status Date Status							
270116	Upload Deferred Examination Application	Upload Humanities Deferred Examination Application	28/10/2024	Submission received	28/10/2024		

• The status column will indicate **Received**, which means that you have successfully created your **Upload Deferred Examination Application** service request, and a notification has been sent to the relevant administrator to process the request.

Service Requests							
LODING THE NUMBER							
My Service Re	quests						
My Service Requ	ests						
E, Q				I< < 1−12 of 12	✓ > >   View All		
Request Number	Request Number Request Type Request Subtype Request Date Status Date Status						
270116	Upload Deferred Examination Application	Upload Humanities Deferred Examination Application	28/10/2024	Submission approved	28/10/2024		

• Check your service requests Status column timeously, as the status may change once reviewed.