



## Quick Reference Guide

### Deferred Examination Service Request Upload

Date Created: 21 September 2018

Deferred Examination Forms:	
<b>ACA44</b>	Deferred Examination Application Form
<b>ACA44a</b>	Confidential Medical Report
<b>ACA44b</b>	Supplementary Information for Application for the deferred examination

#### Deferred Examination Process:

- Complete the ACA44 form, available at <http://forms.uct.ac.za/studentadmin/aca44.pdf>. (You can also scan a paper copy and save it electronically)
- If you are applying on medical grounds, you also need to provide a completed ACA44a or ACA44b attachment. These need to be saved electronically.

**Note:**

Use the ACA44a if you are seeing a private practitioner.

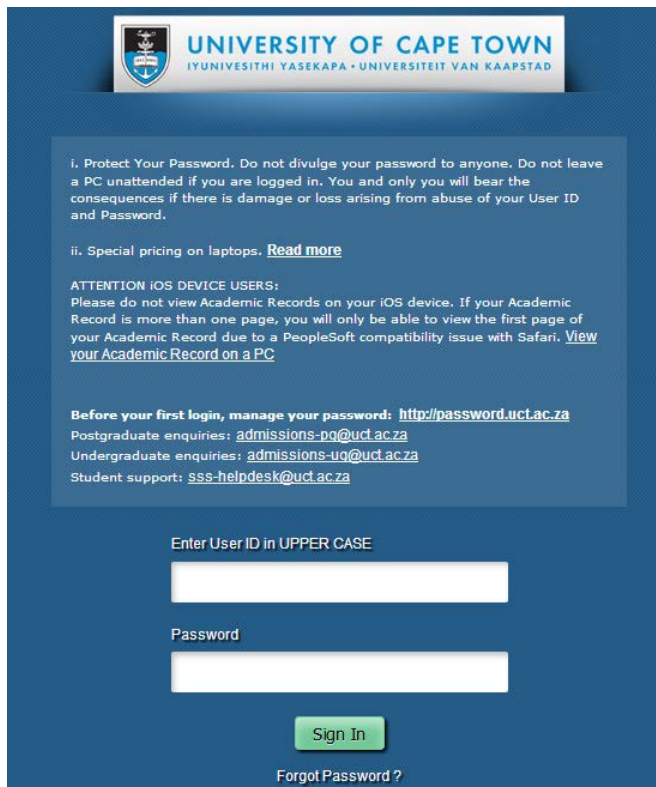
Use the ACA44b form if you are seeing Student Wellness Service (SWS).

- Medical notes must be dated before the day of the missed exam, or on the day of the exam itself.
- You also need an electronic copy of your exam timetable and all supporting documents.
- Save the forms (ACA44 and ACA44a or ACA44b), your exam timetable, and any supporting documents as a **single PDF** and submit it on PeopleSoft self-service using a service request.

**The Committee will only consider complete applications. Incomplete applications will not be assessed by the Deferred Examination Committee – they will be sent back to you to complete.**

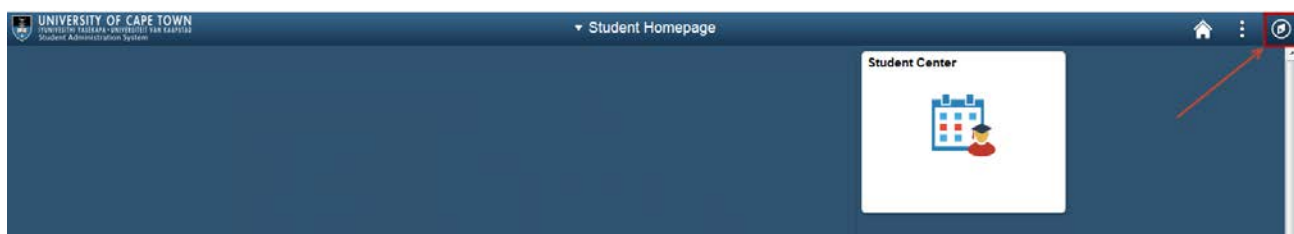
### Submitting your deferred examination service request:

- Login to the **PeopleSoft Student Administration Self Service:**  
[studentsonline.uct.ac.za](http://studentsonline.uct.ac.za)

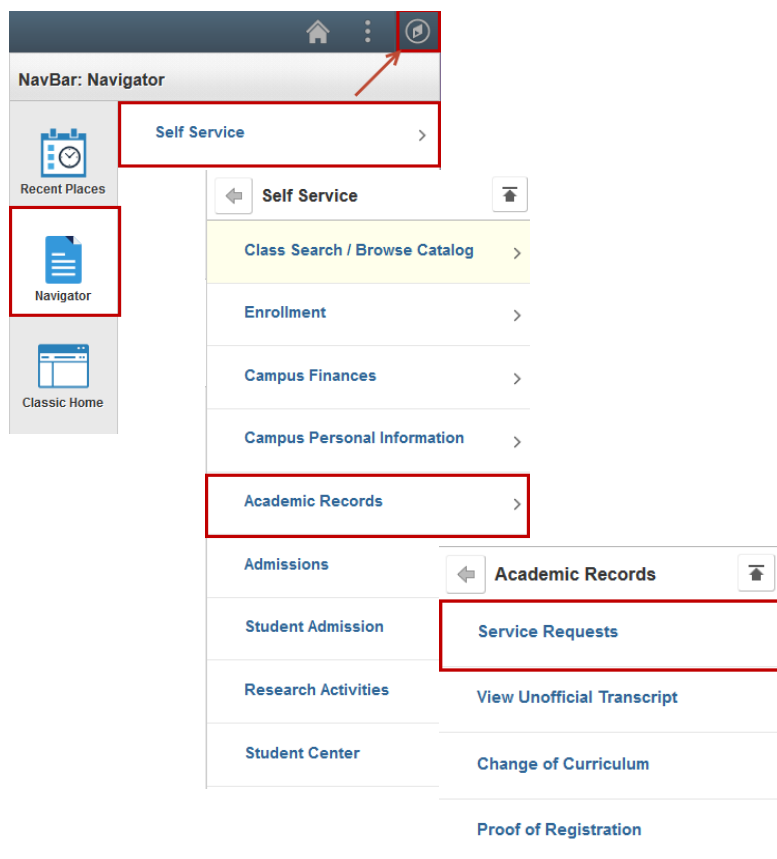


The image shows the login page for the University of Cape Town's PeopleSoft Student Administration Self Service. At the top, there is the university's logo and name in English and Afrikaans. Below this, there are several informational paragraphs: one about password security, one about special pricing on laptops with a 'Read more' link, and one titled 'ATTENTION IOS DEVICE USERS' regarding academic records. There are also contact emails for postgraduate, undergraduate, and student support. The main login area contains two text input fields: 'Enter User ID in UPPER CASE' and 'Password'. Below these fields is a green 'Sign In' button and a link for 'Forgot Password?'

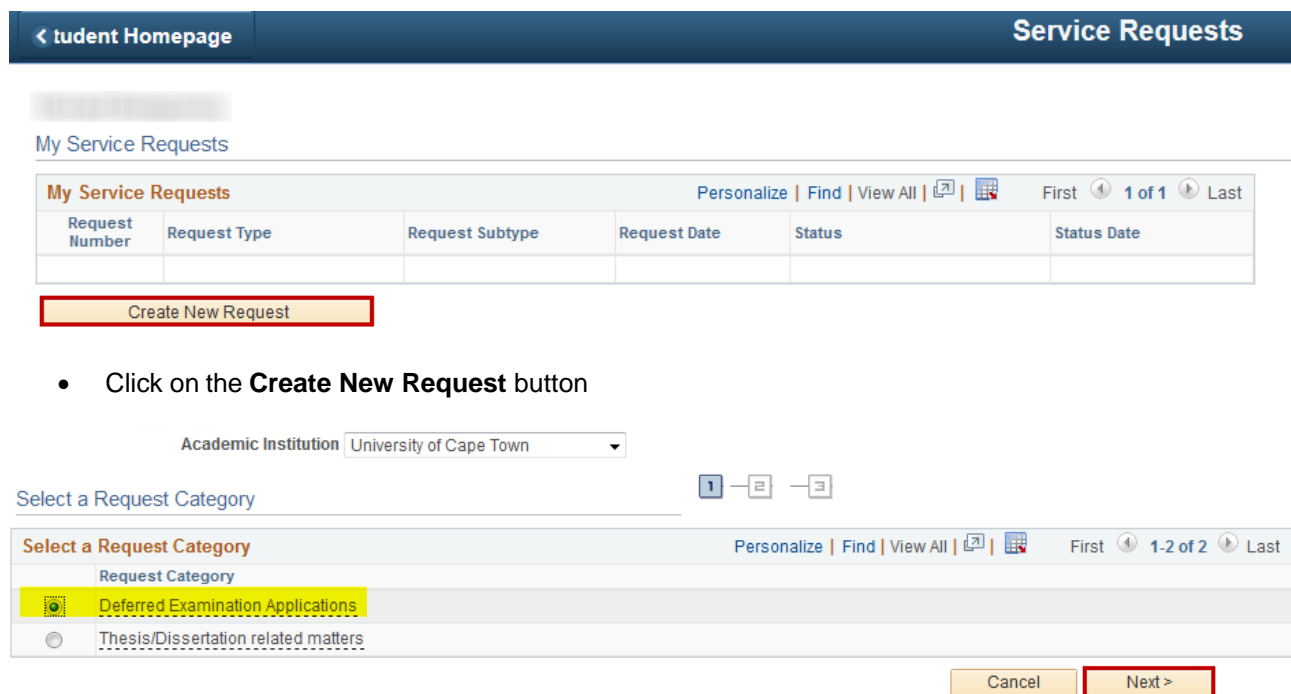
- Enter your student number in the **Enter User ID in UPPER CASE** field e.g. **XXXYYY001**
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button
- The **Student Homepage** appears



- Click on the **NavBar** Icon



- Click on the **Navigator** category
- Click on the **Self-Service** category
- Click on the **Academic Record** category
- Click on the **Service Requests** category



- Click on the **Create New Request** button

- Select the **Deferred Examination Application** button
- Click on the **Next** button



Select a Request Type 1 - [ ] - [ ]

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Select a Request Type Personalize | Find | View All | [ ] | [ ] | First 1 of 1 Last

Request Type

Upload Deferred Examination Application

Cancel < Previous **Next >**

- Select the **Upload Deferred Examination Application** button
- Click on the **Next** button

Select a Request Subtype 1 - [ ] - [ ]

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Select a Request Subtype Personalize | Find | View All | [ ] | [ ] | First 1 of 1 Last

Request Subtype

Upload Commerce Deferred Examination Application

Message

Service Request Submission (21000,1788)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

OK

- A service request message will appear to advise you of what process to follow if you experience any error.
- Click on the **OK** button

Select a Request Subtype 1 - [ ] - [ ]

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Select a Request Subtype Personalize | Find | View All | [ ] | [ ] | First 1 of 1 Last

Request Subtype

Upload Commerce Deferred Examination Application

Cancel < Previous **Next >**

- Select the **Upload Deferred Examination Application** button for your respective faculty
- Click on the **Next** button

### My Request Detail

Category Deferred Examination Applications Type Upload Deferred Examination Application

Subtype Upload Commerce Deferred Examination Application Request Date 20/09/2018

Status Received

Comment

File Attachments Personalize | Find | [ ] | [ ] | First 1 of 1 Last

Attachments Audit [ ]

Attached File	View	Add Attachment
	View	Add Attachment

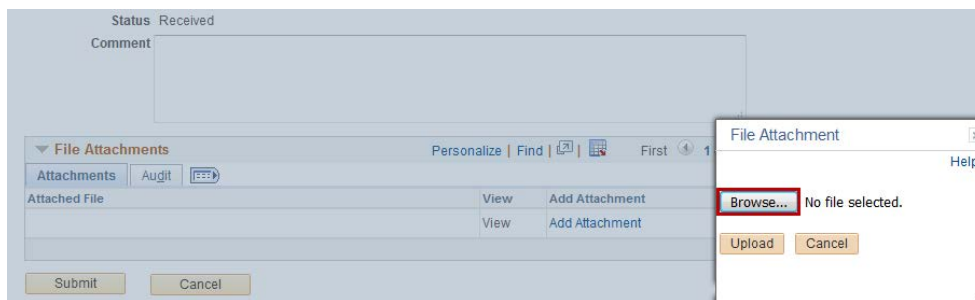
Submit Cancel

- Click on the **Add** button to upload your deferred examination application

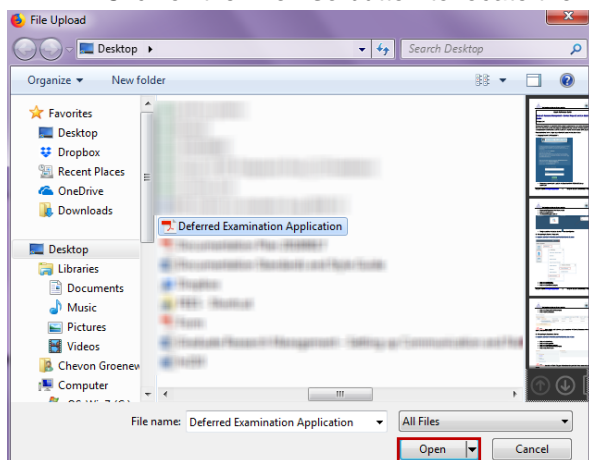


### Note

Save the forms (ACA44 and ACA44a or ACA44b), your exam timetable, and any supporting documents as a single PDF and submit on PeopleSoft self-service using a service request. **You will be required to upload these forms in a single PDF attachment.**



- Click on the **Browse** button to locate the file



- Click on the **Open** button



- Click on the **Upload** button

## My Request Detail

**Category** Deferred Examination Applications      **Type** Upload Deferred Examination Application  
**Subtype** Upload Commerce Deferred Examination Application      **Request Date** 21/09/2018  
**Status** Received  
**Comment**

File Attachments		
Attached File	Description	View
Deferred_Examination_Application.pdf	Deferred_Examination_Application.pdf	View

Submit      Cancel

- To review your document, click on the **View** button
- Click on the **Submit** button



My Service Requests

My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16899	Upload Deferred Examination Application	Upload Commerce Deferred Examination Application	21/09/2018	Received	21/09/2018

Create New Request

- 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 relevant administrator to process the request.

My Service Requests

My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16899	Upload Deferred Examination Application	Upload Commerce Deferred Examination Application	21/09/2018	Accepted	21/09/2018

- Check your service request **Status** column timeously, as the application status may change once reviewed.

Reason or basis for application	When to submit application	When you will hear from the DEC
1. Religious objections	One week after the release of the final timetable, i.e. no later than Tuesday 2 October 2018. (See G28.2) Applications for religious grounds will not be accepted after 2 October.	Before the start of the exam. See service request notification and UCT email.
2. Participating in national, provincial or UCT sporting events	One week after the release of the final timetable, i.e. no later than Tuesday 2 October 2018. Applications on these grounds will not be accepted after 2 October.	Before the start of the exam. See service request notification and UCT email.
3. Medical (This includes illness and mental health disorders)	At the time of illness, or up to seven days after the missed exam. You must consult the health practitioner before, or on the day of the missed exam. <b>Retrospective medical notes are not accepted.</b>	Seven working days after the completed application was received. See service request notification and UCT email.
4. Illness <b>during</b> an exam session.	You must report to the invigilator at the exam, who will refer you to the paramedics for attention, then to Student Wellness Services. Submit your application within 7 days of the exam.	Seven working days after the completed application was received. See service request notification and UCT email.



**Note**

Should you have any technical issues with the PeopleSoft system, please email Student Systems Support at [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za) or contact us: 021 650 5227|4720.