

Deferred Examination Service Request Upload

Deferred Examination Process:

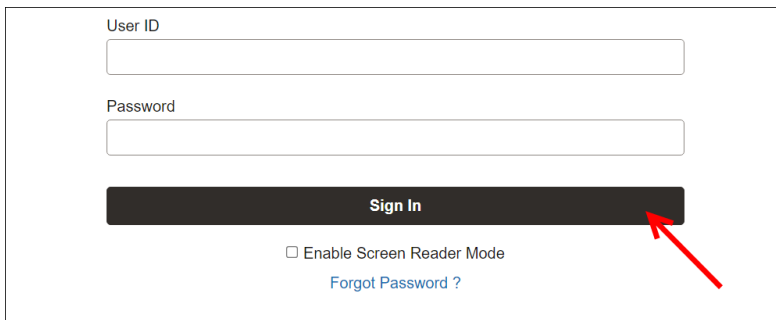
All forms can be obtained on the [UCT Student Administrative Forms website](#)

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 [PeopleSoft Student Administration Self Service](#):



User ID

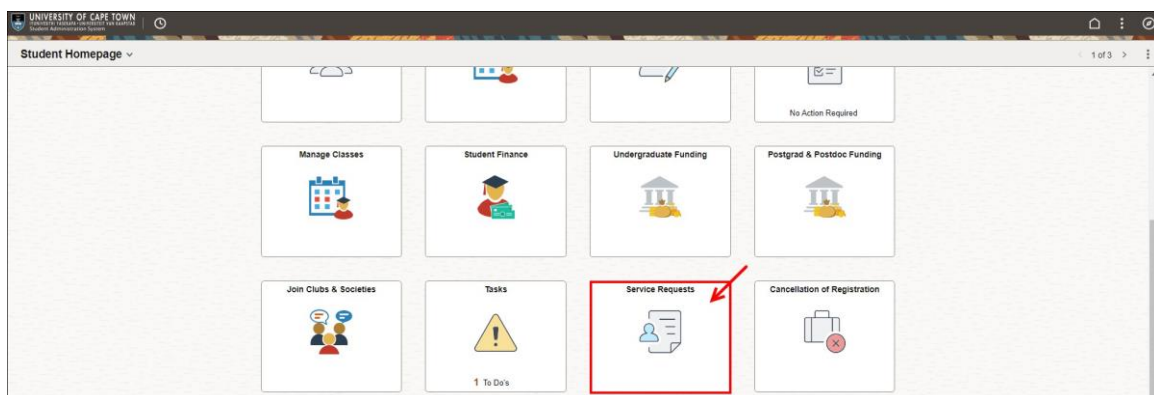
Password

Sign In

☐ Enable Screen Reader Mode

[Forgot Password ?](#)

- 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



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

Service Requests

Location: Thermally

[My Service Requests](#)

My Service Requests

1-10 of 10 | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

[Create New Request](#)

- Click the **Create New Request** button

Service Requests

Location: Thermally

Academic Institution: University of Cape Town

[Select a Request Category](#)

Select a Request Category

1-8 of 8 | View All

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input checked="" type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications
<input type="radio"/> Postgraduate Funding Student Enquiries
<input type="radio"/> PostDoctoral Fellow Enquiries

[Cancel](#) [Next >](#)

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

Service Requests

Location: Thermally

[Select a Request Type](#)

Select a Request Type

1-1 of 1 | View All

Request Type
<input checked="" type="radio"/> 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.



Note If the Next button does not appear, reduce your browser zoom to +/- 80%

Service Requests

Upload Request

Select a Request Subtype

Select a Request Subtype

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.

Create Service Requests

Upload Request

My Request Detail

Category Deferred Examination Applications Type Upload Deferred Examination Application

Subtype Upload Humanities Deferred Examination Application Request Date 28/10/2024

Status Submission received

Comment

File Attachments

Attachments Audit

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

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

File Attachment ×

Choose File No file chosen

Upload Cancel

- 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

My Request Detail

Category: Deferred Examination Applications Type: Upload Deferred Examination Application

Subtype: Upload Humanities Deferred Examination Application Request Date: 28/10/2024

Status: Submission received

Comment: Please review my attached Deferred Examination Application.

File Attachments

Attached File	Description	View
Deferred_Exam_Application.pdf	Deferred_Exam_Application.pdf	View

Submit Cancel

- 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					
My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
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					
My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
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.