

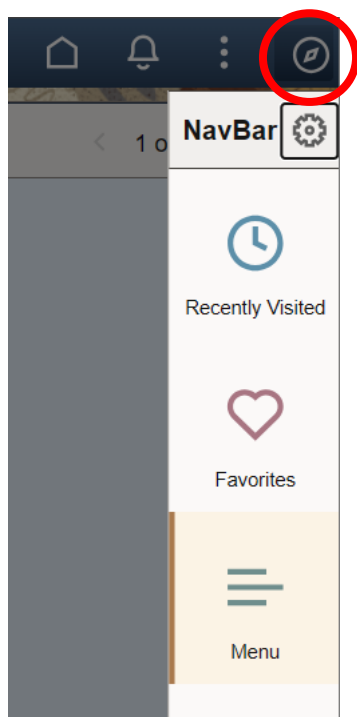
## Student Guide on Extra Time and Concessions Application on Student Self-Service

Qualifying students with disabilities should apply for extra time and concessions for tests/exams through Wits Student Self-Service by following the steps below. Once submitted, the application will be reviewed by the Disability Rights Unit and the Campus Health and Wellness Centre before being sent to the Faculty for final approval by the Dean.

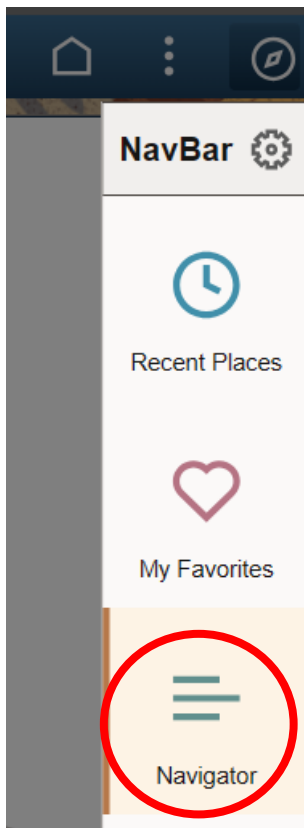
**Please note:** To qualify for extra time and concessions, documents from a medical specialist indicating a disability with recommendations for the required extra time and concessions must be submitted.

### **Application for Extra time and other Concessions through Wits Student Self-Service:**

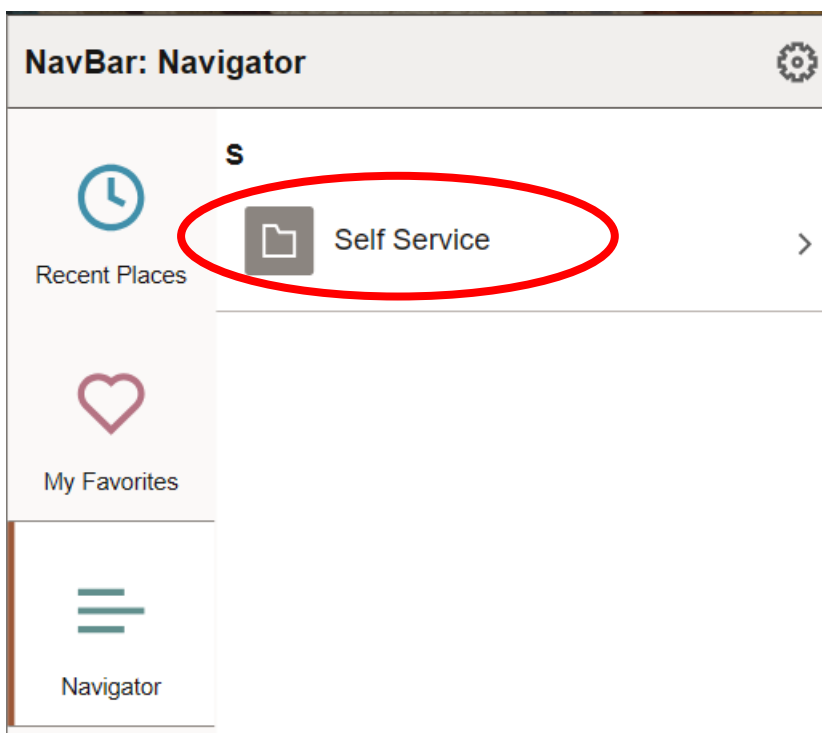
1. Log into **Wits Student Self-Service**, <https://self-service.wits.ac.za/>
2. Click the **Menu button** or the **Navigator button** (the round button with a compass needle) on the top right of Student Self-Service.



3. When the NavBar opens, click on **Navigator**



4. Click on **Self Service**



5. Click on **Wits Student Self Service**

The image shows a mobile application interface titled "NavBar: Navigator" with a settings gear icon in the top right. The main content is a list of self-service options under the heading "Self Service". On the left side, there are three menu categories: "Recent Places" (clock icon), "My Favorites" (heart icon), and "Navigator" (hamburger menu icon). The "Navigator" category is currently selected. The list of self-service options includes: Academic Records, Admissions, Admissions Management, Campus Personal Information, Class Search / Browse Catalog, Enrollment, Financial Aid and Residence, First Fee Payment, Register Online, Residence Management, Student Center, Student Financials, To Do's, Transfer Credit, and Wits Student Self Service. The "Wits Student Self Service" option is circled in red.

Category	Item	Icon	Arrow
Recent Places	Academic Records	Folder	>
	Admissions	Folder	>
	Admissions Management	Folder	>
My Favorites	Campus Personal Information	Folder	>
	Class Search / Browse Catalog	Folder	>
	Enrollment	Folder	>
	Financial Aid and Residence	Folder	>
	First Fee Payment	Menu	
	Register Online	Menu	
	Residence Management	Folder	>
	Student Center	Menu	
	Student Financials	Folder	>
	To Do's	Menu	
Navigator	Transfer Credit	Folder	>
	Wits Student Self Service	Folder	>

6. Click on **Extra-time Application**

The screenshot shows a mobile application interface. At the top, a grey header bar contains the text "NavBar: Navigator" on the left and a gear icon on the right. Below the header, a breadcrumb trail reads "Menu > Self Service". The main content area is titled "Wits Student Self Service" and contains a list of menu items, each with a green square icon containing three horizontal lines. The items are: "Application for Deferred Exam", "Book Meals", "Clubs and Societies", "Communication History", "Extra-time Application" (circled in red), "Finance Income Declaration", "Food Programme Donation Form", "Request Parking", "Special Needs Registration", and "View My Exam Timetable". On the left side of the screen, there is a vertical sidebar with three sections: "Recent Places" with a clock icon, "My Favorites" with a heart icon, and "Navigator" with a menu icon. The "Navigator" section is highlighted with a red border.

7. On the **Extra-time Application** page, under the **Special Need** section, look under Term and ensure the current year is indicated for your DRU registration. If the current year is not indicated, click on the right and left arrow keys (located on the far right of the Special Need heading bar) and select your current year of DRU registration.

← Extra-time Application Extra-time Application

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Extra-time Application

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**Special Need** Find | View All First 2 of 2 Last

\*Term 2024 Status: Registered With DRU Status Date: 06/02/2024 Request Date: 06/02/2024

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**Disability** Find | View All First 1 of 1 Last

Disability: 0101 Blind - No Functional Vision

Temporary  Permanent  Start 06/02/2024 End Date: Date:

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**Accommodation** Find | View All First 1 of 1 Last

Accommodation Type 50 Extra Time for Examination

Start Date 06/02/2024 End Date:

[Go to Student Center](#) Submit

8. Under the **Disability** section:

- Select whether your disability is **permanent or temporary**.
- For **Start Date**, select the current date.
- For **End Date**, for all permanent disabilities, leave the date blank. For all temporary disabilities, you **MUST** indicate the end date of your extra time/concessions as specified on your medical letter.

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Extra-time Application

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**Special Need** Find | View All First 2 of 2 Last

\*Term 2024 Status: Registered With DRU Status Date: 06/02/2024 Request Date: 06/02/2024

**Disability** Find | View All First 1 of 1 Last

Disability: 0101 Blind - No Functional Vision

Temporary  Permanent  Start 06/02/2024 End Date:

Date:

**Accommodations** Find | View All First 1 of 1 Last

Accommodation Type 50 Extra Time for Examination

Start Date 06/02/2024 End Date:

[Go to Student Center](#) Submit

9. Under the **Accommodation** section:

- For **Start Date**, select the current date.
- For **End Date**, for all permanent disabilities, leave the date blank. For all temporary disabilities, you **MUST** indicate the end date of your extra time/concessions as specified on your medical letter.

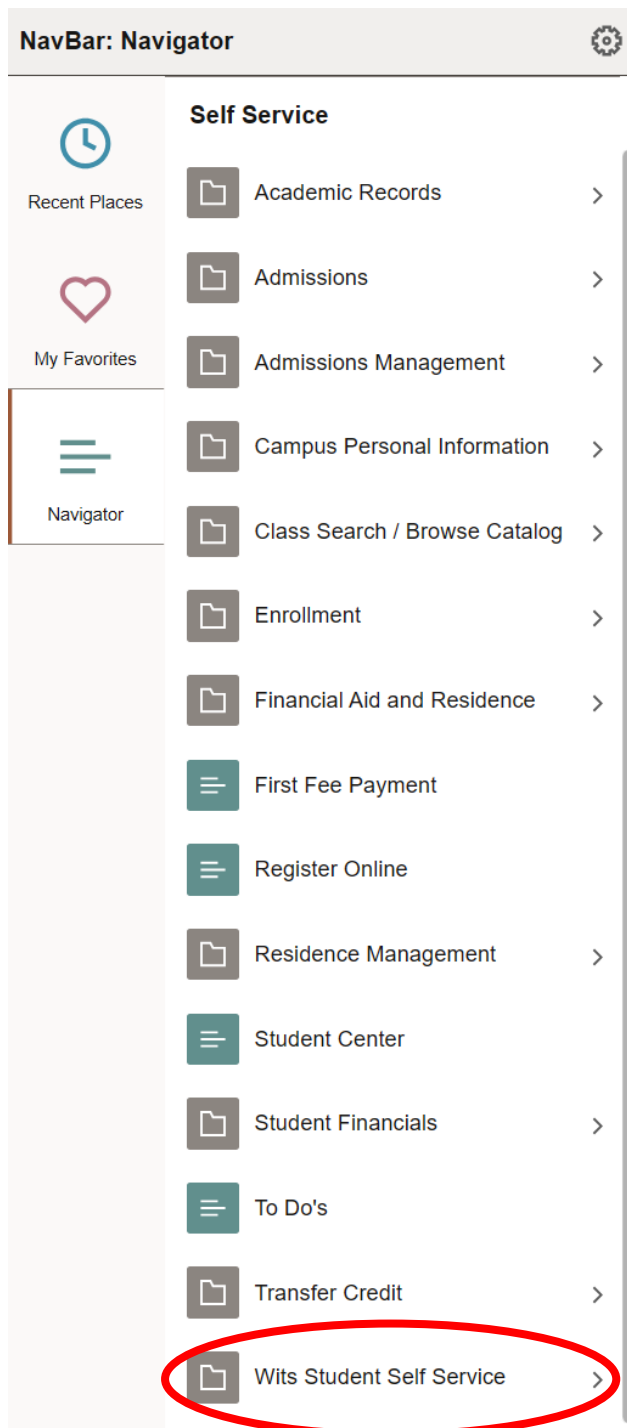
The screenshot shows the 'Extra-time Application' form. At the top, there is a navigation bar with a back arrow and the text 'Extra-time Application'. Below this, the form title 'Extra-time Application' is displayed. The main content area is divided into three sections: 'Special Need', 'Disability', and 'Accommodation'. The 'Special Need' section shows a search for '2024' and a status of 'Registered With DRU'. The 'Disability' section shows 'Blind - No Functional Vision' with 'Permanent' selected. The 'Accommodation' section, which is circled in red, shows 'Accommodation Type 50 Extra Time for Examination' with a 'Start Date' of '06/02/2024' and a blank 'End Date' field. A 'Submit' button is located at the bottom right of the form.

10. Click **Submit**.

This screenshot is identical to the previous one, showing the 'Extra-time Application' form. In this view, the 'Submit' button at the bottom right of the form is circled in red, indicating the final step of the process.

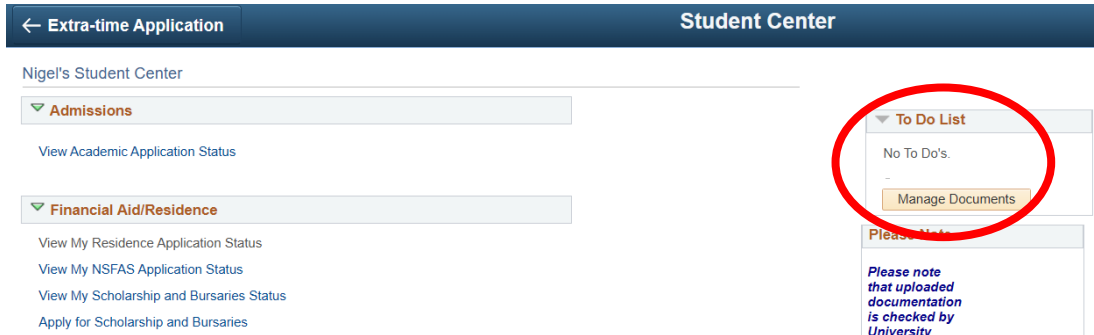
## Uploading Extra Time and Concessions Application Documents

11. On **Wits Student Self-Service**, Go to **Student Centre**. If Student Centre is not one of the tiles on your homepage, you will need to use the Menu button or the Navigator button (click on the round button with a compass needle) on the top right of Student Self-Service, and then select Navigator, Self-Service, and Student Centre.

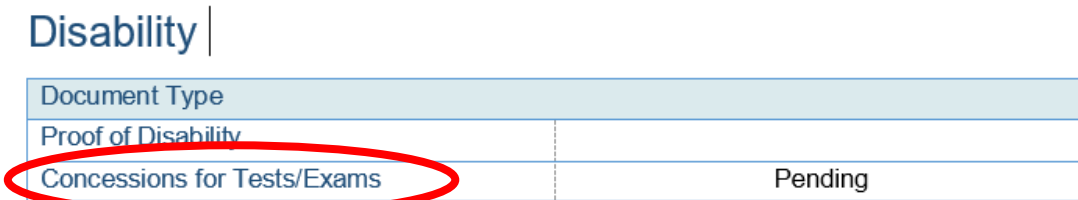




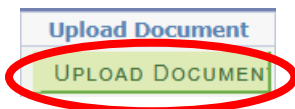
12. Once on the Student Centre page, near the top right of the page, you will see a “**To Do List**”. Click on the orange-coloured “**Manage Documents**” button.



13. On the next page, under the Disability section, click on “**Concessions for Tests/Exams**”.



14. Select the completed DRU Medical Practitioner form or DRU Eye Care Medical Practitioner form , and click "**Upload Document**".



15. The Disability Rights Unit will be notified of the submission and assess the application and uploaded DRU Medical Practitioner form, before referring the application to the Campus Health and Wellness Centre for their review. Once the Campus Health and Wellness Centre has approved, an auto-generated concessions letter for the current year will be emailed to the student the following day. The letter will indicate the current date, student’s details, courses for the current year, and recommendations for extra time and other concessions. The student will receive email updates about the application's status and if anything further is needed.