

DEFERRED EXAMINATION REQUEST FORM

PLEASE READ INSTRUCTIONS ON SECOND PAGE BEFORE SUBMITTING THIS FORM

FEE

DEFERRED EXAM - (\$75/EXAM TO A MAXIMUM OF \$150 PER SCHEDULED EXAM PERIOD) TO BE ADDED TO THE STUDENT'S ACCOUNT AT THE TIME THE REQUEST IS APPROVED.

PART A TO BE COMPLETED BY THE STUDENT

STUDENT ID NO.:	FAMILY (LAST) NAME:	FIRST NAME:	MIDDLE NAME:
FORMER NAME(S) (IF APPLICABLE)	ADDRESS:	CITY/PROVINCE:	POSTAL CODE:
HOME PH.:	CELL:	WORK PH.:	EXT.

PROGRAM:

I HAVE READ THE REGULATIONS AND INSTRUCTIONS ON THE REVERSE OF THIS FORM:

COURSE NO. _____ SECTION _____ COURSE NAME _____
 TERM _____ INSTRUCTOR _____
 DATE _____ STUDENT'S SIGNATURE _____

REASON FOR BEING UNABLE TO ATTEND SCHEDULED EXAM:

PART B TO BE COMPLETED BY THE CHAIR (OR DESIGNATE)

DEFERRED EXAM GRANTED. (FEES WILL BE APPLIED TO YOUR STUDENT ACCOUNT).

EXAM MUST BE WRITTEN BETWEEN: (DATE) _____ AND (DATE) _____

CHAIR (OR DESIGNATE) SIGNATURE _____ DATE: _____

EXAM ATTACHED OR PASS CODE ATTACHED

EXAM SERVICES WILL CONTACT STUDENT TO SCHEDULE EXAM APPOINTMENT.

PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca

DEFERRED EXAMINATION REQUEST

INSTRUCTIONS: FOR COMPLETION OF THE DEFERRED EXAMINATION REQUEST FORM

1. A Student who is unable to write a final examination at the scheduled time for a compelling reason (such as illness, domestic affliction, or religious conviction) must apply to his or her instructor for a deferred examination no later than two (2) days after the missed final examination.
2. The student completes Part A.
3. The student takes the form and supporting documentation to the Chair or designate to complete Part B.
4. If a deferred exam is approved, the Chair or designate shall schedule the exam with Exam Services using the Deferred Examination Request Form.
5. The approved Deferred Examination Request form, along with the examination, is forwarded to Exam Services Centre (6-224).
6. A grade of "DEF" (deferred) will be entered for the course on the student's record by the instructor.
7. Exam Services will contact the student to book an appointment in the Exam Room and applies the deferred exam fee to the student account upon beginning the deferred exam.
8. Once the deferred examination is completed, Exam Services will notify the instructor and arrange a pick-up if the exam is paper-based.
9. The Chair shall advise the Office of the University Registrar of the final grade assigned through a grade change form.
10. The Office of the University Registrar will issue the results to the student.