

1.0 ASSOCIATED POLICY

- Student Assessments Policy

2.0 DEFINITIONS

Assessment

Assessments outlined in the Course Syllabus for credit courses that include, but are not limited to, written, practical, and oral Examinations (including take-home examinations), projects (including portfolios), theses, presentations, practicum/workplace-learning requirements, and performances.

Deferred Examination

A Final Examination or Final Assessment that a Student is permitted to take at a later date due to Exceptional Circumstances or other acceptable grounds, which prevent the Student from completing the Examination or Assessment as originally posted by the Office of the University Registrar or by the instructor in the Course Syllabus.

Examination

Any assessment that requires supervision or proctoring.

Exceptional Circumstances

Compelling and extenuating circumstances, which are typically unexpected, that prevent Students from taking Examinations or Assessments as scheduled. For a circumstance to be considered exceptional it must be beyond the Student's control, have a significant impact on the Student's capacity to meet their academic obligations, and could not have reasonably been prevented.

Final Assessment

Examinations or other scheduled Assessments that typically take place or are due on the last day of class during the term until the end of the Final Exam period.

Final Examination

Examinations scheduled at the end of term per the final examination schedule as created by the Office of the University Registrar in alignment with the academic schedule.

Student

For the purpose of this policy, student means any individual with an enrolment record for a Ministry-approved program at the University.

Student Declaration

A statement confirming that the information provided in a Deferred Examination request is true and accurate, which acknowledges the Student's responsibilities, and that the application for academic concession is made in good faith.

Supporting Documentation

Documented proof or secondary verification regarding the reason for requesting a Deferred Examination. Completing the Student Declaration statement section of the Deferred Examination.

Working Day

Any day that is not a Saturday, Sunday, a holiday as defined in the Interpretation Act, or a day where the University is closed for business.

3.0 PROCEDURE ELEMENTS

- 3.1 A Student who is unable to take a Final Examination or Final Assessment at the scheduled time due to Exceptional Circumstances or other accepted grounds (see Student Assessments policy for criteria) may be eligible for a Deferred Examination. To apply for a Deferred Examination first a Student must notify the instructor via email as soon as possible that the Student intends to request a deferral, typically no later than two (2) Working Days after the scheduled Final Examination or Final Assessment date.
- 3.2 Next, the Student must complete and submit a Deferred Examination request form along with any Supporting Documentation to substantiate the case as soon as possible and typically no later than two (2) Working Days after the scheduled Final Examination or Final Assessment. Students must follow the operational processes for Deferred Examination requests set by the Faculty or School in which the course is offered. The request must clearly explain what Exceptional Circumstances or other acceptable grounds prevented or is preventing the Student from writing the Final Examination or Final Assessment at the scheduled time.
 - 3.2.1 Requests will be denied if submitted for the following unacceptable reasons including, but not limited to: attending an optional personal/family event or other elective arrangements; optional travel or vacation plans made during the Final Examination period; events related to personal interest; regularly scheduled work or volunteering; general stressors considered typical within the university experience (such as managing Student workload or competing deadlines); not feeling adequately prepared to write the Examination; for additional study time or to compensate for lost study time due to unforeseen extenuating circumstances; misreading the final exam schedule or Course Syllabus; enrollment or attendance in other classes, including group study/travel courses.
 - 3.2.2 The Deferred Examination request form must include a signed Student Declaration. Making false statements may result in referral to the applicable university policy for adjudication.
 - 3.2.3 In cases where Students are receiving direct support from Student Affairs, such as under the Sexual Violence Policy and/or Student of Concern process, a Deferred Examination may be requested on the Student's behalf, with the Student's consent, at the authorization of an Associate Vice-President in Student Affairs or designate.
 - 3.2.4 Students registered with Access and Disability Resources (ADR) with Examination accommodations are responsible for indicating if they plan to write at the Exam Services Centre (Exam Services) either upon application or after approval for their Deferred Examination to be administered by Exam Services.
- 3.3 The Chair or designate (as determined by the Faculty or School in which the course is offered) will review the Deferred Examination request form and inform the Student by email within four (4) Working Days whether the request has been approved or denied. If the request is denied, a reason based on the Student Assessments Policy will be provided. If the request is approved, the email will include the new writing date, time, and location (unless Examination accommodations apply).
 - 3.3.1 Students registered with ADR with Examination accommodations must notify Exam Services and forward a copy of their Deferred Examination approval email no later than two (2) Working Days after receiving an affirmative decision before they are eligible to book an accommodated Deferred Examination.

- 3.3.2 Upon receipt of the approval email, and within four (4) Working Days, Exam Services will contact the Student to confirm and instruct them to follow the process for booking an accommodated Examination.
- 3.4 A course grade of DEF (Deferred) will be entered on the Student's Record by the instructor.
- 3.5 Approved Deferred Examinations will be administered by the Faculty or School in which the course is offered, following established operations. Deferred Examinations will normally be written within fourteen (14) Working Days from the last day of the Final Examination period, or as soon as possible, and shall be designed to replace the missed Final Examination or Final Assessment in weight and scope.
- 3.5.1 Processes for the scheduling, invigilation, and return of Deferred Examinations to instructors for grading are determined by each Faculty and School.
- 3.5.2 For Students registered with ADR, Exam Services will administer the Deferred Examination and implement Examination accommodations, providing the Student indicates upon application (or after approval) their registration with ADR and elects to write at Exam Services.
- 3.5.3 After a Student registered with ADR completes an accommodated Deferred Examination, Exam Services will notify the instructor, send a scanned copy of the completed Examination, and arrange for return of any original completed paper-based Examinations, if applicable.
- 3.6 The Chair or designate shall advise the Office of the University Registrar of the final grade assigned through a grade change form. The Office of the University Registrar will update the Student record.
- 3.7 The Student may elect to appeal a denied Deferred Examination decision. Appeals will not be considered solely on the basis that a similar request for a Deferred Examination in another course was approved. The Student may submit an appeal in writing to the Dean or designate of the Faculty or School in which the course is offered with ten (10) Working Days of the date of the written notice of the denial decision. The appeal must include written communication outlining the rationale or reason for the appeal. The Dean or designate will communicate the decision in writing to the Student and the Chair or designate within ten (10) Working Days of reviewing the appeal. The decision of the Dean or designate is final.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Students with Disabilities Procedure
- Deferred Examination Request Form

5.0 ACCOUNTABILITY

Responsible Office

Office of the University Registrar

6.0 HISTORY

Relevant Dates

Approved: **25.05.12**

Effective: **25.09.01**

Next Review: **30.09**

Modification History

2021.04.19: New procedure approved by General Faculties Council Executive Committee Motion #GFC-EC-03-08-03-2021. Effective May 3, 2021 upon approval of the revised Student Assessments Policy by General Faculties Council.

2025.05.12 Revised to align with comprehensive revisions to the associated Student Assessments Policy. Approved by Academic Standards, Curriculum and the Calendar Committee of General Faculties Council Motion #ASCC-08-05-12-2024/25 and effective September 1, 2025.