

1.0 ASSOCIATED POLICY

- Student Assessments

2.0 DEFINITIONS

Deferred Exam

An Examination missed as a result of Exceptional Circumstances, for which deferred completion has been granted by the Exam Services Centre.

Deferred Examination Administration Fee

A fee charged by the Exam Services Centre for the administration of Deferred Examinations.

Examination

Any examination that requires exam supervision or proctoring.

Exceptional Circumstances

Compelling and legitimate circumstances such as illness or approved University travel that prevent Students from completing Examinations as scheduled.

Final Examination

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

Student

Any student registered in a credit course in a Ministry approved program at MacEwan University.

Supporting Documentation

Documented proof regarding the reason for submitting a Deferred Examination Request. In some instances, like that of minor illness, completing the declaration statement section of the online Deferred Examination Request form can be done in lieu of documentation.

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 write a supervised examination at the scheduled time for a compelling reason that is exceptional in nature (see Student Assessments Policy for acceptable criteria) must notify their instructor that they intend to/have requested a deferred examination and submit an Examination Request form typically no later than two working (2) days after the missed examination.
- 3.2 Normally, the Student notifies the instructor as soon as possible, typically no later than two working (2) days after the missed examination.
- 3.3 Student completes online Deferred Examination Request Form along with supporting documentation/signed declaration statement.

- 3.4 Exam Service will review the Examination Request Form, and if a deferred exam is approved, Exam Services will work with faculty on setting a new writing date and time. In the case of a missed Examination, other than the Final Exam, the Exam Services Centre will reach out to the Instructor to verify that the Examination is in fact deferrable and requires Exam Services Centre support. If the student has approved accommodations in place, Exam Services will confirm and implement accommodation recommendations of Access and Disability Resources (ADR).
- 3.5 In the case of final examinations, a course grade of 'DEF' (Deferred) will be entered on the student's record by the instructor.
- 3.6 Exam Services will contact the student, instructor and Chair/designate via email (mymacewan.ca student account) with a new writing date and time, and to request the examination. The deferral fee, as indicated on the form, will be added to the student's account upon processing of the deferred application.
- 3.7 Once the deferred examination is completed, Exam Services will notify the instructor by scanning the completed exam and arranging for pickup of any original completed paper-based examinations.
- 3.8 In the case of Final examinations, the Chair 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.
- 3.9 The Student may elect to appeal a denied Deferred Examination. The Student may submit an appeal, in writing to the Dean, of the Faculty/School in which the course is offered within ten (10) business 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 Dean's designate, will communicate their decision in writing to the Student and the Recipient within ten (10) business days of reviewing the appeal. The decision of the Dean or designate is final.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Student Assessments Policy
- Students with Disabilities Procedure
- Deferred Examination Request Form

5.0 ACCOUNTABILITY

Responsible Office
Exam Services Centre

6.0 HISTORY

Relevant Dates

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| Approved: | 21.04.19 |
| Effective: | 21.05.03 |
| Next Review: | 26.05 |

Modification History

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| 21.04.19: | 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. |
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