

ARTS

Deferred Examinations

What is a Deferred Examination?

A deferred examination is a privilege that may be granted to a student who is not able to write the scheduled final examination for reasons that the University deems sufficient.

As noted in the [Calendar Academic Regulations](#): "excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating mental and/or physical illness, severe domestic affliction, or for circumstances as described in the University's Discrimination, Harassment and Duty to Accommodate Policy (including religious belief)." For more information, see [Calendar Academic Regulations, Examinations](#). Excused absence for a missed exam is granted at the discretion of your instructor in the case of a mid-term exam, or your Faculty in the case of a final examination.

If a deferred final examination is approved, you will be permitted to write your final examination at a later date, in accordance with regulations. See [Calendar Academic Regulations, Examinations, Deferred Final Exams](#).

What is the Purpose of a Deferred Examination?

In fairness to all students, you are expected to write your examinations as scheduled.

The purpose of a deferred examination is not to allow some students more time to prepare for the examination. Deferred final exams are approved only when you have demonstrated that you are incapable of writing the final examination at the original scheduled time.

It is a serious offence under the Code of Student Behaviour to misrepresent facts in order to obtain a deferred exam or other advantage. See [30.3.6\(4\) Misrepresentation of Facts](#).

See Reverse for PROCEDURE

***The Calendar is the official reference for academic regulations and programs. If this or any other handout conflicts with the Calendar, the Calendar will be taken as correct

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PROCEDURE to Apply for a Deferred Final Examination

If you have missed your final examination:

Within two working days of your missed final exam

Report In Person to the Faculty of Arts Undergraduate Student Services Office

1-17 Humanities (10:00am – 3:00pm Monday – Friday)

At the East End of the Building

Bring your documentation (see below for details)

An advisor will review your file and documentation and will determine if you meet the criteria for a deferred final exam.

Students who have completed less than half the term work and/or have not attended and participated in the class where this is a requirement will not be granted a deferred examination (see the [Calendar, Absence from Final Exams](#)).

If you are not able to report in person because you are incapacitated, or because your emergency requires you to be elsewhere, contact the Faculty Office by email (arts.undergrad@ualberta.ca) or phone (780-492-4295) within **two working days** for instructions.

The **deadline for application for a deferred final examination is two (2) working days** after the missed exam. Unless you can demonstrate that you could not act on your own behalf to contact the Faculty Office during this time period, extensions are not approved.

Documentation is required:

If you are ill, a medical note cannot be required; however, the advisor will ask you to provide a detailed explanation of how your illness is incapacitating. If you are under the care of a physician, you may choose to bring documentation instead. Any medical documentation provided must explain the severity, duration and prognosis of your illness.

If a death has occurred please bring one of the following:

- A copy of the death certificate
- A copy of the obituary
- A copy of a funeral program or similar document
- Please be prepared to explain your relationship with the deceased if it is not obvious

If you have missed your final exam for reasons other than those noted above (e.g. religious observance, accident, jury duty and so on), please consult the Faculty of Arts office to determine what constitutes appropriate documentation to support an *Application for Deferred Examination*.

Deferred examinations will not be granted for unacceptable reasons. Examples include, but are not limited to, minor illnesses such as colds or headaches, personal events such as vacations, weddings, or travel arrangements.

If your deferred exam is granted, you will be responsible for contacting the Instructor and/or Department to determine when the exam will be written. Many deferred exams are prescheduled (refer to your course syllabus).

If your deferred exam is denied, the Faculty decision is final; there is no appeal. A raw score of zero for the weight of the final exam will be included in the calculation of your final grade and a comment of 1 (missed term work or final exam) will be included.