

Haskayne “How To”

How to... handle requests for deferred examinations:

If a student asks to defer an exam, keep in mind that deferred examinations are only allowed in the following circumstances:

1. Illness
2. Religious Conviction
3. Domestic Affliction
4. Having 3 final examinations within a 24 hour period — [learn more](#). If this is the case, students will be allowed to defer one examination to the deferred examination period.

Students may not request a deferred examination if:

1. They have already submitted a final examination for marking.
2. They have made travel arrangements that conflicts with their final exam time.
3. They have misread the examinations timetable or their final exam schedule located in their online Student Centre.

How to Apply

Students must be available to write their deferred examination during the deferred examination dates.

The authority to grant or deny a deferred final examination is vested with Enrolment Services for Faculty of Arts and Faculty of Science courses and the Associate Dean that offers the course with all other Faculties. Deferred final examinations will not be granted if it is determined the student does not show just cause.

Students must fill out and submit the [Application for Deferred Final Examinations \(PDF\)](#) to the appropriate office. They will be required to also submit the following supplementary documents:

Illness or Health Reasons

If a student develops an illness or other health issue that renders them unable to physically write an examination, they will need their physician or counselor to complete the [Physician/Counselor](#)

[Statement \(PDF\)](#) form to submit along with the Application for Deferred Final Examinations. *Letters from a physician/counsellor in lieu of the Physician/Counsellor Statement form will not be accepted.*

It's important that a student sees his/her physician/counselor while he/she has a physical or emotional problem rather than after recovery. This generally allows for the physician or counsellor to make a more accurate assessment. Note that the student may be charged for a medical assessment and documentation, and that he or she is responsible for the cost of this service.

Religious Observance

In the event of an intended absence due to religious conviction that prevents a student from attending a final examination, the student must contact the Associate Dean immediately after the final exam timetable has been published and no later than two weeks prior to the first day of the final exam period. If writing on another day within the final exam period is not possible, students are eligible to apply to write a deferred final exam within the deferral period.

Domestic Affliction

In the event of an absence due to domestic affliction that makes it impossible for the student to write an examination, he or she will need to submit written evidence along with his/her Application for Deferred Final Examinations form prior to the date of the final examination, if possible.

Unforeseen Reasons

Students absent from a final examination due to unforeseen reasons out of their control must notify and provide just cause to the department offering the examination within 48 hours of the missed examination. If they do not show just cause within 48 hours of their examination, they will not be able to request further deferrals in the course. They must then submit an Application for Deferred Final Examinations.

For further clarification please telephone (403) 210-ROCK or send your inquiry by email to examinfo@ucalgary.ca

Deferrals due to 3 exams in 24 hours

Requests for deferrals due to 3 exams in 24 hours need to list the 3 exams and the one they wish deferred. The 24 hours normally refers to a calendar day, however, there may be cases where this occurs over two calendar days.

Examples:

1. A student writing in the last two exam blocks in one day and then the first exam block of the following day is eligible for a deferral.
2. A student having an exam at 8:00 a.m. on one day, another exam that day and another at 8:00 a.m. the following day is not eligible.

Students who choose to defer a final examination because their exam schedule has three Registrar-scheduled final exams within 24 hours must apply for the deferral in the same manner as other deferrals and if approved, will write the deferred exam in the official deferral period.

The 3 exams in 24 hours is effective April 16, 2010 and subject to review on a regular basis. The final authority to grant or deny a deferred final examination is vested with the Office of the Dean of the Faculty in which the course is offered or the Office of the Registrar, depending on the circumstances. Students requiring a Deferred Final Exam application form should be directed to our [forms for students](#)