

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. If this is the case, students will be allowed to defer one examination to the deferred examination period. See more information below.

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 examination at this link <https://www.ucalgary.ca/registrar/exams/deferred-exams> They are now able to complete the application online. [Click](#) to view a step-by-step guide for how students submit and review their online application for all reasons listed below.

Illness or Medical Emergency

Supporting documentation is not required at the time of application; however students may be asked to provide documentation or additional information at a later time. ***Please note: We have suspended requirements for students to provide evidence of illness. Please do not ask students to visit medical clinics for medical notes or Commissioners for Oaths for statutory declarations.***

Students need to provide a description of the reason for their absence in the comments area of the application.

Religious Observance

Supporting Documentation is not required

Students need to provide a rationale in the comments area of the application

Domestic Affliction

Supporting Documentation is required to be submitted to the students' faculty office, ie: written statement from a third party, an accident report, notice (certification) of a death, etc. Students need to provide a rationale in the comments area of the application

Other

Supporting Documentation is required ie: a letter from a coach, nomination letter, etc.

Students must provide a rationale in the comments area of the application.

Application deadline: Two business days after the scheduled final exam.

Deferrals due to 3 exams in 24 hours

No supporting documentation is required

Students are only able to select this reason to defer if their schedule consists of three exams within 24 hours

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.