

Deferred Examination

Source: 2021-22 Academic Calendar, page 42-43

A student who is unable to write a final examination at the scheduled time may apply for a deferred examination. The authority to grant or deny a deferred final examination is vested with the chair of the academic unit in which the course is offered. Under no circumstances is the deferred examination to be granted after a student has written the original examination.

Valid reasons for requesting deferral of a final examination include but are not restricted to personal illness, bereavement, personal injury, unavoidable and unanticipated demands in caring for dependents. The Chair may also consider other compelling reasons that are outside the student's control. The application must be supported by appropriate documentation.

If students become ill or are notified of an emergency during an examination, they should report at once to the invigilating instructor(s), hand in their unfinished examination paper, and request that the examination paper is cancelled. If an illness is the cause, they must report directly to Health Services, and should Health Services be closed, medical documentation must be obtained from a physician off campus, so that any subsequent application for a deferred examination may be supported by medical documentation.

In the case of evening students, medical documentation must be obtained from a physician. The professor and Chair should be informed of the circumstances in writing. In the case of an emergency, the student must present appropriate documentation to the professor within three business days of the examination.

Should a student write an examination, hand in the paper for marking, and later report extenuating circumstances to support the request for cancellation of the paper or examination, such requests will not be considered.

Students who have more than two exams scheduled on any calendar day may request and shall be granted a deferral for the third (fourth, fifth, etc.) examinations scheduled on the day. In the event a conflict arises because two or more exams are scheduled at the same time, the Registrar (or designate) will consult with faculty members and assign the deferred examination.

What steps might you need to take in order to defer an exam?

1. Contact your instructor ASAP to let them know you need to defer the exam. **Tip:** *sending an email gives you a record of the date you requested it; save it in case you need it later.*
2. Contact the department where the course originates from, for detailed instructions. Click here for a link to departments: <http://www.mtroval.ca/ProgramsCourses/FacultiesSchoolsCentres/index.htm>

Tip: If the course you're wanting to defer a final exam in is from the Bissett School of Business, here's a direct link to the form you need to fill out:

https://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/Business/_pdfs/bissettdeferredmidtermexam.pdf

3. Fill out the form you need to for that department or request the form be emailed to you at your '@mtroyal' email address.
4. Ask the department office what kind of documentation they require from you in your circumstance. *For example, would I need to provide a newspaper obituary for a death in family?*
5. Make sure you provide this same documentation included with the form you submit (i.e. Doctor's note/Counsellor's note). **Tip:** *Save a copy of both the form and documentation for yourself just in case*
6. Check with the department to find out, after submitting, that your deferred exam request and documentation were accepted/approved.
7. If accepted, find out the date, time, and location that you will be writing your deferred exam from the department office.

Loss of Privilege

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Students who are eligible, but who do not apply for a deferred examination by the prescribed deadlines, shall automatically lose this privilege. Students who have been granted deferred final examination privileges, but who do not show acceptable cause for not writing at the prescribed time, shall automatically lose the privilege of further deferral.