

# Deferred Work and Examinations

Source: 2023-2024 Academic Calendar

## Deferred Work

Professors are normally free, subject to any established departmental or faculty procedures, to administer their own policies regarding deadlines for the completion of term papers or assignments; students must be made fully aware of these policies. However, if the time extension goes beyond the deadline for return of final course grades, the procedures for “I” grades must be followed.

## Deferred Examinations

A student who cannot write a final examination at the scheduled time may apply for a deferred examination as soon as possible before, and no later than the exam date. The authority to grant or deny a deferred final examination is vested with the Chair or Dean 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.

The Chair or Dean may consider any compelling reasons outside of the student’s control including but not restricted to personal illness, bereavement, personal injury, and unavoidable and unanticipated circumstances. Additional study time, travel plans, vacations, or misreading the exam schedule are not considered legitimate reasons for requesting a deferred exam. The application must be supported by appropriate documentation.

**If the intended absence is due to Protected Human Rights, the Chair or Dean and the instructor must be informed in writing of the conflict two weeks prior to the date of the exam.**

If a student becomes ill or is 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 be canceled. If an illness is a cause, medical documentation must be obtained within 24 hours, so that any subsequent application for a deferred examination may be supported by medical documentation. In the case of an emergency, the student must present appropriate documentation to the instructor within three business days of the exam.

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.

➤ **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:*

<http://www.mtroyal.ca/cs/groups/public/documents/pdf/bissettdeferredfinalexam.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 the 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.

## Religious Observance for Deferral of Examination

Source: <https://www.mtroyal.ca/AcademicSupport/ResourcesServices/AccessibilityServices/Religious-Observance.htm>

A religious conflict is deemed to exist when a student is unable to attend a regularly scheduled exam or final exam or complete an academic activity due to a concurrent religious observance. To request a religious observance deferral of an examination, the student must go through the Access and Inclusion Office for accommodations.

Deadlines for requests:

For Accommodation for Religious Observance During the Term, the requests must be submitted within two weeks of the conflict and normally within the first two weeks of the term.

For Accommodation for Religious Observance During Final Exams, it is the student's responsibility to review the Final exam schedule to determine that there is a conflict between a final exam and their religious observance. This will be completed within four (4) weeks of the release of the exam schedule. Submissions after that date will not be considered.

The Religious Observance Accommodation Request Instructions and Form must be uploaded as part of the Access and Inclusion [Public Request](#) process.

Access the form here: [Religious Observance Accommodation Request Instructions and Form](#)

## Loss of Privilege

Source: 2023-2024 Academic Calendar, page 39

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.

Prepared by the Student Advocacy Resource Centre, 2023-2024

☎ 403-440-7779 ☎ [advocacy@samru.ca](mailto:advocacy@samru.ca)

