

## Senate Policy

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### Examinations

# 2.11

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**Description:**

This policy outlines the conditions under which a student may request a) a deferred examination and b) access to final examination materials.

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**Approvals:**

Approved by Curriculum Committee: January 1999

Approved by College Council: March 1999

Date effective: May 1999

Revised by Academic Standards Committee: December 12, 2012

Approved by Senate: February 25, 2013

Date effective: March 1, 2013

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**Approval Authority:** Senate

**Signature:** Archie Graham, Chair

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The dates of final examinations are published in the course outline distributed at the beginning of each semester or in the online Final Examination Schedule early in each semester. A student who does not attend an examination will be assigned a mark of zero for that portion of the final course grade.

**Policy:**

A. Deferred Examinations

1. Eligibility

A student who is not able to write a scheduled examination for medical or compassionate reasons, or because of religious obligations, may request permission to write a deferred examination. Deferment will not be granted on

the basis of a scheduling conflict arising from a student's personal commitments, including employment and travel.

In the event that a student needs to make a request for deferment on medical or compassionate grounds, it is the student's responsibility to submit a formal Request for Deferred Examinations/Critiques to the Office of the Registrar no later than 5 (five) business days after the scheduled examination. Supporting documentation must accompany this request. If, for reasons beyond the student's control, a request cannot be made by this deadline, the University Registrar may consider an extension of the deadline.

A request for alternative arrangements for examinations on the basis of religious obligations must be submitted to the Office of the Registrar no later than 10 business days after distribution of the course outline at the beginning of the semester for in-class examinations or publication of the Final Examination Schedule for examinations held during the official final examination and critique period.

Request for Deferred Examinations/Critiques forms are available on-line or from the Office of the Registrar.

Instructors may grant requests for accommodations for work that is due during the semester. Instructors may not grant requests for deferred examinations or extensions of deadlines beyond their own deadline for submission of final grades. Instructors may make recommendations to the University Registrar on the granting of such requests, and should note any special circumstances relating to either the student or the way in which the course was conducted. (See also Senate Policy on Grading (Undergraduate), regarding Incomplete Grades.)

## 2. Procedure

- a) A fee is charged for writing a deferred examination (as published under [Miscellaneous Fees on the OCAD University website](#)).
- b) Deferred examinations are scheduled in accordance with the published deadlines for submission of incomplete grades, allowing the instructor sufficient time for grading. Therefore, such examinations must be written no later than 5 business days after the beginning of the semester immediately following the end of the course.
- c) The Office of the Registrar will: advise the student of the date, time and location of their deferred examination; advise the instructor of the necessity of setting an alternative examination; arrange for an invigilator and a room; notify the Faculty office in writing of students who have been granted deferred privileges.

- d) If medical or compassionate reasons continue to prevail at the time of a scheduled deferred examination, students may request a second deferred examination or petition for a late withdrawal from the course.
- e) Students who must write a deferred examination in a course that serves as a prerequisite for subsequent courses may register in the courses with the approval of the appropriate Dean (or designate) on condition that the default final grade in the deferred course is at least 60%.

## B. Student Access to Final Examination Materials

All work submitted to instructors for the purpose of evaluation is promptly returned to students, with the exception of final examinations. Final examinations are retained by the appropriate Faculty office with strict regard for principles of confidentiality for a period of one year from the release of final grades. Students should discuss any concerns they may have regarding their final grade with the instructor involved prior to initiating a grade appeal or requesting a copy of their final examinations.

Upon submission of a written request to the appropriate Dean/Associate Dean, students may receive copies of final examinations, including any related printed materials and their own written responses to the examination questions. Students appealing their final grades based upon a request for a rereading of their final examinations must do so no later than 20 business days after final grades have been issued and in accordance with the published guidelines for Grade Appeals.