



## MEMORANDUM

**To:** Executive Committee of Faculty Council (November 3, 2016)  
Faculty Council (December 1, 2016)

**From:** Professor James Davis  
Chair, Examinations Committee

**Date:** October 18, 2016

**Re:** **Revisions to Deferred Examination Policy**

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## REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## BACKGROUND

The Faculty has now been offering deferred examinations to some students for seven years. While the intention of the wording in the original policy document was to limit the length of time a student could put off a deferred exam to no more than one calendar year, we have found that the wording was not sufficiently explicit. Explicit wording has now been added to the document. Minor changes in wording have been made at a couple other points in the document to better align with committee practices.

## PROCESS AND CONSULTATION

The change in wording has been discussed at several Examinations Committee meetings over the past six months, with the final version approved at our meeting on October 13, 2016.

## RECOMMENDATION FOR COUCIL

For information.

## **GUIDELINES FOR GRANTING A DEFERRED EXAMINATION (SDF)**

When a petition regarding a missed final examination has been accepted as valid and properly documented, assessment of a course grade based on closely supervised term work remains the preferred method of granting relief. In some situations, alternatives to an assessed grade may be preferable. A deferred examination will be considered when a student meets one or more of the following criteria:

1. The student has a minimum of two previous terms with at least one assessed mark in each term, for example: 2012-9: 1 to 3 assessed grades + 2013-1: 1 assessed grade.
2. The assessed grade would result in failure of the course (unless failure would result regardless of the mark on the final examination).
3. The student has completed an insufficient amount of supervised term work to allow a valid assessment/calculation of an assessed grade. This is most appropriate when the student had valid reasons for missing supervised term work (a major test) and final examination. The Committee, in making its final decision, may take into consideration any additional comments provided on the Term Work Report from the Course Instructor regarding the student's ability.
4. If deferred exams are being considered for more than two courses as a result of missed final exams and insufficient term work, ~~a grade of aegrotat (AEG) for those courses or~~ a retroactive withdrawal (WDR) from the term ~~may be accommodations that are~~ more appropriate. A retroactive withdrawal (~~WDR~~) from a single course would be considered ~~only~~ in exceptional circumstances.
5. The assessed grade results in a term average that places the student near the cutoff ranges (depending on previous academic status) of 53-54.4 or 57-59.4 for academic probation (PRO1/PRO2) or permanent suspension (RFRG).

Timetable misread: Current practice for the first instance of a student missing a final examination due to misreading the timetable is to assess a course grade based on closely supervised term work, and then to apply a penalty of 10%. If application of the above guidelines leads to the granting of a deferred examination, the same penalty of 10% will be applied.

## **GENERAL PROCEDURE FOR FIRST DEFERRED EXAMINATION**

Once a student has been granted a deferred examination (SDF), the following ~~activities will~~ occurs:

1. The Examinations Committee ~~will~~ recommends one of the following types of deferred examinations:

- (a) a regular deferred examination, to be given the next time the course is offered, or
  - (b) a special deferred examination, to be given as soon as possible after the missed examination.
2. The student's current grade (DNW – Did Not Write) will be changed to SDF (Deferred Examination) on ROSI
  3. A deferred examination period will be set by the Registrar's Office (OFR) and the Committee on Examinations
  4. OFR will notify the student, Course Instructor and the student's Counsellor
  5. Course Instructor to submit a NEW examination to the OFR by requested date
  6. The OFR will notify the student of the time, date, and location of the deferred examination
  7. If the examination is NOT written and no new petition is submitted by the student, the OFR will insert the original earned course mark from the Term Work Report
  8. If a new petition is submitted regarding the missed deferred examination, the Committee on Examinations will decide on the new best course of action (see Second Deferral Procedure below)

### **Missed Deferred Examinations**

If the student misses a deferred exam for extraordinary reasons, the student must petition **within one week** of the examination period through OFR to be **granted considered for** a further deferral. ~~These requests are not easily granted.~~ The OFR will reinstate the original grade reported by the department to the ROSI record if you are not granted a further deferral. **If the request is granted, the student will be required to pay \$70 for each exam sitting scheduled after the 1st deferred examination.** If a deferred examination is not written by the end of the third term following the original examination date (including the summer term), then a student will be required to retake the course. In this case, the original earned grade will be inserted to replace the SDF grade and the student's academic standing will be re-assessed based on the original earned grade.

### **SECOND DEFERRAL PROCEDURE**

The Faculty will not normally offer a student a third chance to write their missed an examination. The student will be required to submit a new petition **within one week** for special consideration for their missed deferred examination and the Faculty will decide on the most appropriate course of action. The Faculty may ask the student to repeat the course or write the regularly scheduled examination when the course is next offered.

In the event that the student missed their deferred examination, the original earned grade will be inserted to replace the SDF grade and the student's academic standing will be re-assessed based on the original earned grade. Should that result in the student failing the term (PRO2/RFRG), the Committee on Examinations will decide on the most appropriate course of action.

### **LIMITED OPPORTUNITY FOR REPEATED DEFERRED EXAMS**

If the student misses two deferred examinations, the OFR will reinstate the original grade reported by the department to the ROSI record.

### **CANCELLATION DUE TO NON-PAYMENT OF FEE**

If the student has not paid the fee by the deadline stipulated, the OFR will cancel the deferred examination. The student will not be given a further chance to write the examination. Excuses for missing the deadline will not be accepted. The OFR will reinstate the original grade (in which the student was assigned "0" for the examination) on ROSI and recalculate your GPA. The OFR will notify the student of the new GPA and Status.

### **PRE-REQUISITE COURSES WITH SDF STANDING**

If the student has a deferred examination in a pre-requisite course, the student must seek the permission of the department requiring the pre-requisite to continue in the course while your standing is still incomplete immediately. The department ~~can exercise the discretion~~ has the option to allow or ~~disallow~~ refuse to allow the student to proceed in the course requiring the pre-requisite course.

### **RE-WRITE OR SUPPLEMENTAL EXAMINATION PROCEDURE**

Students who wrote their original scheduled examination would not normally be considered for a supplementary examination. The Faculty will try not to penalize any students for trying their best to write the examination under sub-optimal conditions (mild-illness, distracted) but the Committee on Examinations will only consider granting a supplementary examination in very special situations. It would be reasonable for the Faculty to not provide any relief after the final examination when the student's performance in the final examination is consistent with term tests/quizzes or general performance in previous terms. When appropriate, the Faculty will take the student's entire academic performance into consideration