

The Following are Instructions on how to apply for a Deferred Final Exam

1. Log in to MyUofC



The image shows the Central Authentication Service login page for the University of Calgary. It has an orange background. At the top left is the text "Central Authentication Service" and at the top right is the University of Calgary logo. Below the title are two input fields: "Enter Your User Name" and "Password Enter Your Password". A green arrow points to the first field and another green arrow points to the second field. To the right of the fields is a "Sign In" button with a mouse cursor icon over it. At the bottom, there are links: "Create an eID", "Forgot Password?", "Account FAQs", and "Contact IT Support".

2. After logging into MyUofC portal go to Exams and Grades Page



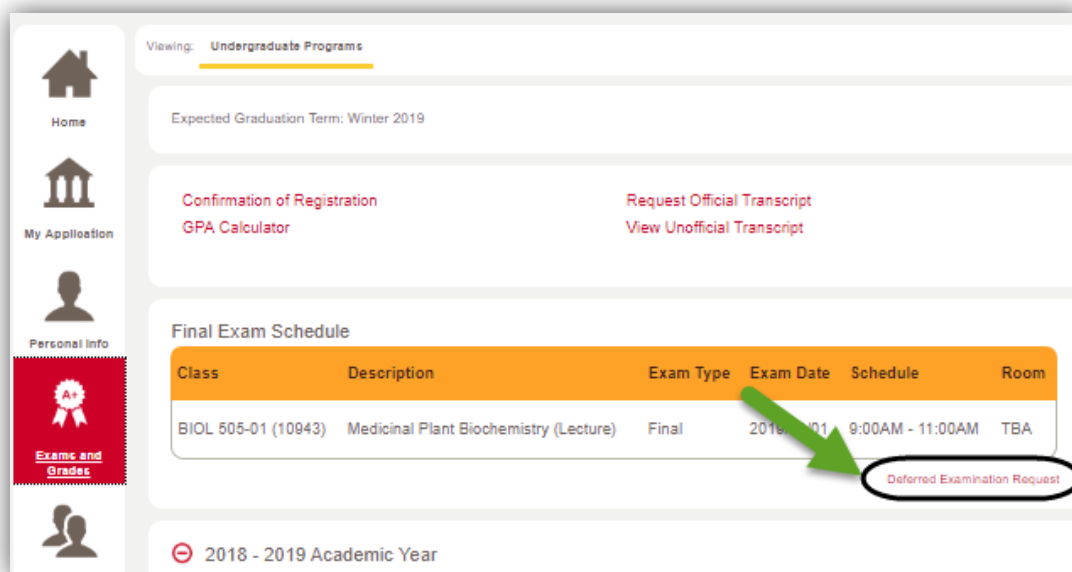
The image shows the MyUofC portal dashboard. At the top is the University of Calgary logo and navigation links: "Home", "Sign out", "Search", "Dashboard", "All about me", "My work", "Around campus", and "Favourites". The main content area has a sidebar on the left with icons for "Home", "My Application", "Alumni Home", "Personal Info", "Exams and Grades" (circled with a green arrow), "Program and Advising Info", and "My Finances". The main content area features a "Plan ahead for course registration" banner, a "To Do (0)" box, a "Holds (0)" box, and an "Enrolment Appointment" box with a link "Open Enrolment Dates". Below these is a "Shopping Cart (Potential / Pending Courses) - Winter 2019" section with a table of courses. The table has columns: Course (Units/Grading Basis), Instructor, Location, Time, Day, and Messages. One course is listed: LAW 505 (3/GRD) with Instructor MFH 2370, Time 7:00 PM - 8:50 PM, and Day MW. At the bottom is an "Enrolled Courses - Winter 2019" section with a similar table structure.

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
LAW 505 (3/GRD)	MFH 2370		7:00 PM - 8:50 PM	MW	

3. Under the Final Exam Schedule, click on **Deferred Examination Request**

Exams and Grades

Deferred Exams



4. Deferred Final Examination Request displays. Click the [Create a new request](#) button.



5. After selecting Deferred Final Examination, the application guidelines display. **These instructions are very important. Please scroll down and read them entirely.**

Note the dates for the Final Examinations (eg. December 10-20, 2018) and the Deferred Examination Dates (e.g. January 10-15, 2019).

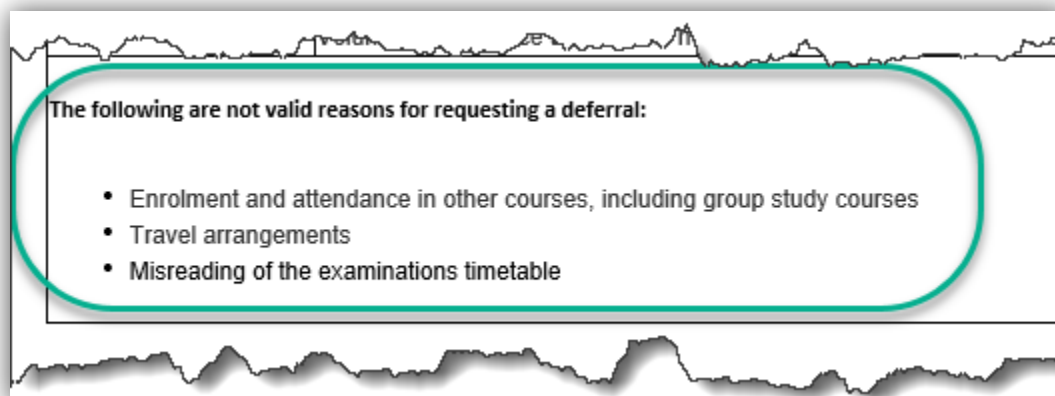
Semester	Final Examination Dates	Deferred Examination Dates	Application Submission Deadline
Fall 2018	December 10-20, 2018	January 10-15, 2019	Please see below

6. Note the details of allowed deferral types in the table.

Students are eligible to apply for a deferred final examination as outline below:

Reason for Deferral	Description	Required Documents	Apply by
Three Exams in 24 hours	Students with three final exams scheduled to start and finish within a 24-hour period may defer one of their final exams to the deferred final examination period. An exam schedule with the first exam at 8:00 a.m. and the second exam at 3:30 p.m. on one day and a third exam at 8:00 a.m. on the following day does not qualify as three exams in 24 hours.	Supporting documentation is not required. (You are only able to select this reason to defer if your schedule constitute as three exams within 24 hours)	October 19, 2018 (10 business days after the release of the final exam schedule)
Religious Conviction	In the event of a religious conviction that prevents you from attending a final exam, you can apply to write a deferred final exam.	Provide rationale on comments area of the application. Supporting documentation is not required.	
Illness or Medical Emergency	In the event of an illness or medical emergency that prevents you from attending a final exam, you can apply to write a deferred final exam.	Supporting documentation is not required at the time of your application submission. However, you must be able to provide supporting documentation if requested by your faculty.	2 business days after the scheduled final exam (For exams scheduled on Dec 20, 2018, the deadline for application is Dec 24, 2018)
Domestic Affliction	In the event of a domestic affliction, compassionate or other circumstance that prevents you from attending a final exam, you can apply to write a deferred final exam.	Supporting document is required, i.e. written statement from a third party, an accident report, notice (certification) of a death etc.	
Other	If your attendance is required due to a Faculty approved activity such as those that requires faculty or coach nomination or academic competitions, you can apply to write a deferred final exam. Voluntary attendance to events is not a valid reason for requesting a deferral.	Supporting document is required, i.e. letter from coach, nomination letter etc.	

7. Continue scrolling down to read all information including invalid requests for deferral.



8. It is important to make a note of the **tracking number** when you submit the deferred exam request as this will be required for reference later. The tracking number will be auto generated after pressing submit.

Submit your supporting documentation to the appropriate office(s) as follows.

Be sure to reference your request tracking number and your UCID.



9. Also displayed is the contact information for your "Home" Faculty.

Your home faculty	Email
Arts	ascarts@ucalgary.ca
Cumming School of Medicine (Bachelor of Health Sciences)	bhsc@ucalgary.ca
Haskayne School of Business	undergraduate@haskayne.ucalgary.ca
Kinesiology	knesinfo@ucalgary.ca
Nursing	nursing@ucalgary.ca
Open Studies	examinfo@ucalgary.ca
Schulich School of Engineering	engginfo@ucalgary.ca
Science	science@ucalgary.ca
Social Work	socialwk@ucalgary.ca
Weklund School of Education	upe@ucalgary.ca
Graduate Studies	examinfo@ucalgary.ca

- 10 Please read Important Information and indicate your understanding of the process by checking the box. Click the **Checkbox** option.

Important Information:

- This application is not to be used for instructor-scheduled tests (including take home exams), term papers, or assignments.
- Applications will not be accepted without the required supporting documents for a deferral. Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you apply to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.
- More information is available at:
[The Deferred Exam website](#) and [The University Calendar](#).



☒ I have read and I understand the above Deferred Final Examination guidelines


Continue

11 Click the **Continue** button.

Continue


12 The **Application for Deferred Final Examination** displays. **Please read all information carefully.**

Tracking No. **NEW** go to ...

Enrolment Services
Phone: 403.210.7825 
Email: examinfo@ucalgary.ca

Application for Deferred Final Examination

This application is for requesting a deferral for Registrar-scheduled final exams only. It is not to be used for instructor-scheduled tests (including take home exams), term papers or assignments. If you have sat the Registrar-scheduled final exam, you are not eligible for a deferral.

Information regarding deferred examinations, including the exam schedule, will be sent to your **@ucalgary.ca** email address only. Please be sure you are able to access your account. For help with your UCalgary email account, please contact IT Services. 

Last Name	First Name	U of C Student ID#
		30029728
Email Address	Phone Number	
@ucalgary.ca		

This form may be used for multiple exams.

1. Select course(s) you require a deferral
2. Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence
3. Add information in comments area if needed (optional)
4. If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the "Info" button at the top of the page)

13 Click on the "i" More Information icon to view details.



14. This will also enable you to view your "Home" Faculty contact information and the application instructions if necessary. Click the **Return** button.

Submit your supporting documentation to the appropriate office(s) as follows.

Be sure to reference your request tracking number and your UCID.

Your home faculty	Email
Arts	ascarts@ucalgary.ca
Cumming School of Medicine (Bachelor of Health Sciences)	bhsc@ucalgary.ca
Haskayne School of Business	undergraduate@haskayne.ucalgary.ca
Kinesiology	knesinfo@ucalgary.ca
Nursing	nursing@ucalgary.ca
Open Studies	examinfo@ucalgary.ca
Schulich School of Engineering	enqinfo@ucalgary.ca
Science	science@ucalgary.ca
Social Work	socialwk@ucalgary.ca
Werklund School of Education	upei@ucalgary.ca
Graduate Studies	examinfo@ucalgary.ca

Important Information:

- This application is not to be used for instructor-scheduled tests (including take home exams), term papers, or assignments.
- Applications will not be accepted without the required supporting documents for a deferral. Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you apply to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.
- More information is available at:

[The Deferred Exam website](#) and [The University Calendar](#):

Return

15. As per the instructions, select the subject for which you wish to request a deferred final examination (e.g. ANTH 305). Click the **ANTH** option.

Exams and Grades

Deferred Exams



Fall 2018 | Undergraduate Programs | University of Calgary

	Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	ANTH	305	Human Variation and Adaptation	2018/12/16	9:00AM	11:00AM	Faculty of Arts	

Reason for absence: (please select one)

	Description
<input type="checkbox"/> Illness or Medical Emergency	Click Here
<input type="checkbox"/> Religious Conviction	Click Here
<input type="checkbox"/> Domestic Affliction	Click Here
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	Click Here
<input type="checkbox"/> Other	Click Here

16. Select the applicable reason for the deferral (e.g. Domestic Affliction). Click the **Domestic Affliction** option.

Reason for absence: (please select one)

	Description
<input type="checkbox"/> Illness or Medical Emergency	Click Here
<input type="checkbox"/> Religious Conviction	Click Here
<input checked="" type="checkbox"/> Domestic Affliction	Click Here
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	Click Here
<input type="checkbox"/> Other	Click Here

17. Note clicking or hovering over "[Click Here](#)" explains what each reason for absence includes.

Explanation of Domestic Affliction:

In the event of a domestic affliction, compassionate or other circumstance that prevents you from attending a final exam, you can apply to write a deferred final exam. Supporting document is required to be submitted to your faculty office, i.e. written documentation describing the affliction, an accident report, notice (certification) of a death etc.

Explanation of Illness or Medical Emergency:

In the event of an illness or medical emergency that prevents you from attending a final exam, you can apply to write a deferred final exam.

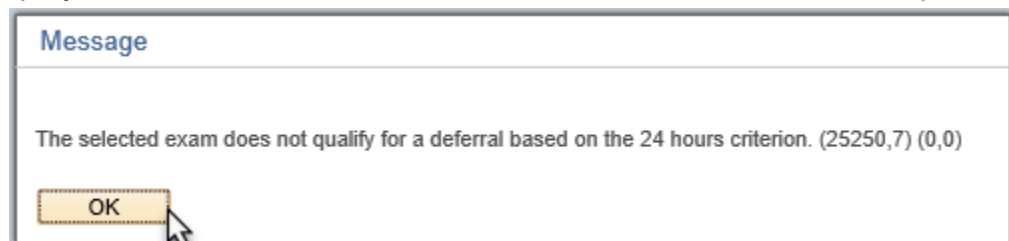
Explanation of Religious Conviction:

In the event of a religious conviction that prevents you from attending a final exam, you can apply to write a deferred final exam. Provide rationale on comments area of the application. Supporting documentation is not required.

Explanation of 3 Finals in 24 Hours:

Students with three final exams scheduled to start within a 24-hour period may defer one of their final exams to the deferred final examination period.

A message displays if the exam is outside the timeline for a 3 in 24 deferral request:



Explanation of Other:

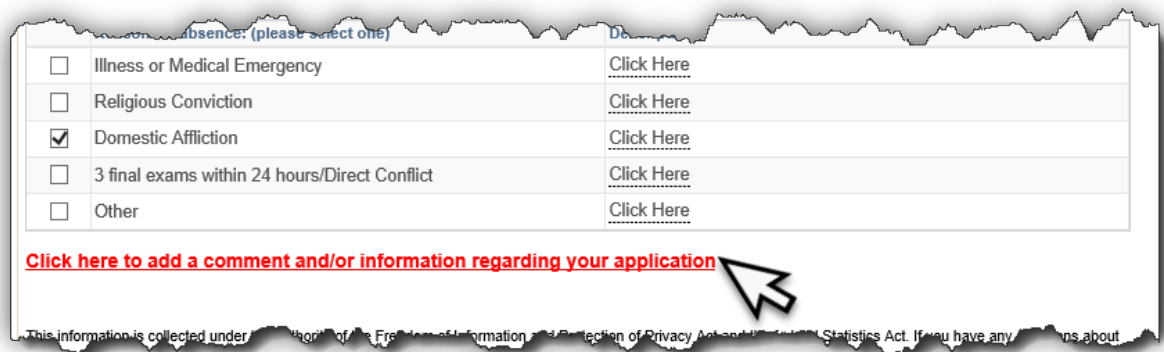
If your attendance is required due to a Faculty approved activity such as those that requires faculty or coach nomination or academic competitions, you can apply to write a deferred final exam. Supporting documents are required. Voluntary attendance to events is not a valid reason for requesting a deferral.

18. Note that when selecting **"Other"** the comments text area allows for free form text if desired.

Comments (maximum 200 characters):

Optional text

19. If desired, you can enter a comment or additional information about the Deferred Examination Request by [clicking on the link](#).



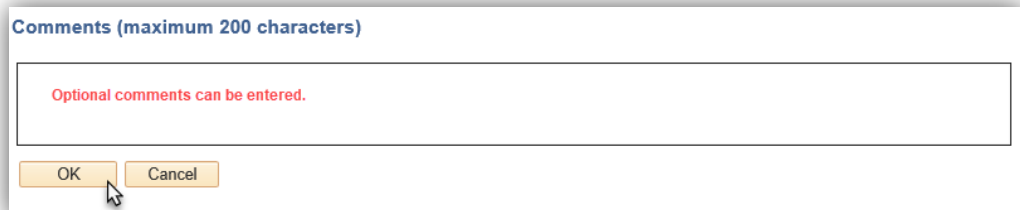
Reason for absence: (please select one)

<input type="checkbox"/> Illness or Medical Emergency	Click Here
<input type="checkbox"/> Religious Conviction	Click Here
<input checked="" type="checkbox"/> Domestic Affliction	Click Here
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	Click Here
<input type="checkbox"/> Other	Click Here

[Click here to add a comment and/or information regarding your application](#)

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Access to Information Act. If you have any questions about

20. After clicking on the **"Click here to add a comment..."** link a text box displays allowing a comment to be entered (200 character maximum). When completed, press **OK**.



Comments (maximum 200 characters)

Optional comments can be entered.

OK Cancel

21. Click the checkbox indicating your understanding of the guidelines.

☒ I have read and understand the application guideline.

- The deferred examination: schedule is available approximately a week prior to the deferred exam dates. Date, time and location of your exam will be sent to your University of Calgary email, not your personal email. It is your responsibility to monitor your email notifications. The timetable will also be posted on the Registrar's website. NOTE: The timetable is not posted on the Student Centre.
- Applications will not be accepted without the required supporting documents for a deferral. Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you have applied to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.

22. Click the confirmation and declaration checkbox.

☒ I confirm that the information I have provided in this request is true, complete and accurate.
[University Calendar – Academic Misconduct](#)

23. After clicking the confirmation checkbox the submit button displays. Click the **Submit** button.

The [Deferred Exam](#) website
The [University Calendar](#)

☒ I confirm that the information I have provided in this request is true, complete and accurate.
[University Calendar – Academic Misconduct](#)

Submit

24. When completed the **tracking number** will be displayed (e.g. 000000014) and the Approval Status will be Submitted. To view your submitted deferred exam request you can click on View Request. Click the **View Request** button.

Deferred Final Examination Requests

To submit a new deferred examination request, click "Create a new request".

To review details of your previous request, click "View Request" for the specific request.

When a decision is made on your request, the "Approval Status" will be updated.

Tracking No.	Approval Status	Creation Date/Time	Term Description	
1 000000014	Submitted	2018/08/10 4:26:22.000000PM	Fall 2018	View Request

25. The request will be displayed. Note the tracking number and the Approval Status indicates **Submitted** confirming the Deferred Final Examination request has been correctly submitted.

Exams and Grades

Deferred Exams



Tracking No. 0000000014

Enrolment Services
Phone: 403.210.7625
Email: examinfo@ucalgary.ca

Application for Deferred Final Examination

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Information regarding deferred examinations, including the exam schedule, will be sent to your @ucalgary.ca email address only. Please be sure you are able to access your account. For help with your UCalgary email account, please contact IT Services.

Last Name	First Name	U of C Student ID#
Email Address	Phone Number	

This form may be used for multiple exams.

1. Select course(s) you require a deferral
2. Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence

☒ I have read and understand the application guideline.

- The deferred examination schedule is available approximately a week prior to the deferred exam dates. Date, time and location of your exam will be sent to your University of Calgary email, not your personal email. It is your responsibility to monitor your email notifications. The timetable will also be posted on the Registrar's website. NOTE: The timetable is not posted on the Student Centre.
- Applications will not be accepted without the required supporting documents for a deferral. Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you have applied to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
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More information is available at:
The [Deferred Exam](#) website
The [University Calendar](#)

☒ I confirm that the information I have provided in this request is true, complete and accurate.
[University Calendar – Academic Misconduct](#)

Approval Status Submitted

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the federal Statistics Act. If you have any questions about the collection or use of this information, please contact the Registrar.

Back

Consult the job aid for further instructions on Reviewing Deferred Final Examination Requests. For questions about Deferring Final Exams please contact: examinfo@ucalgary.ca

End of Procedure.

Related Guides: View Final Exam Schedule, View Final Grades