Deferred Examination Approval Process

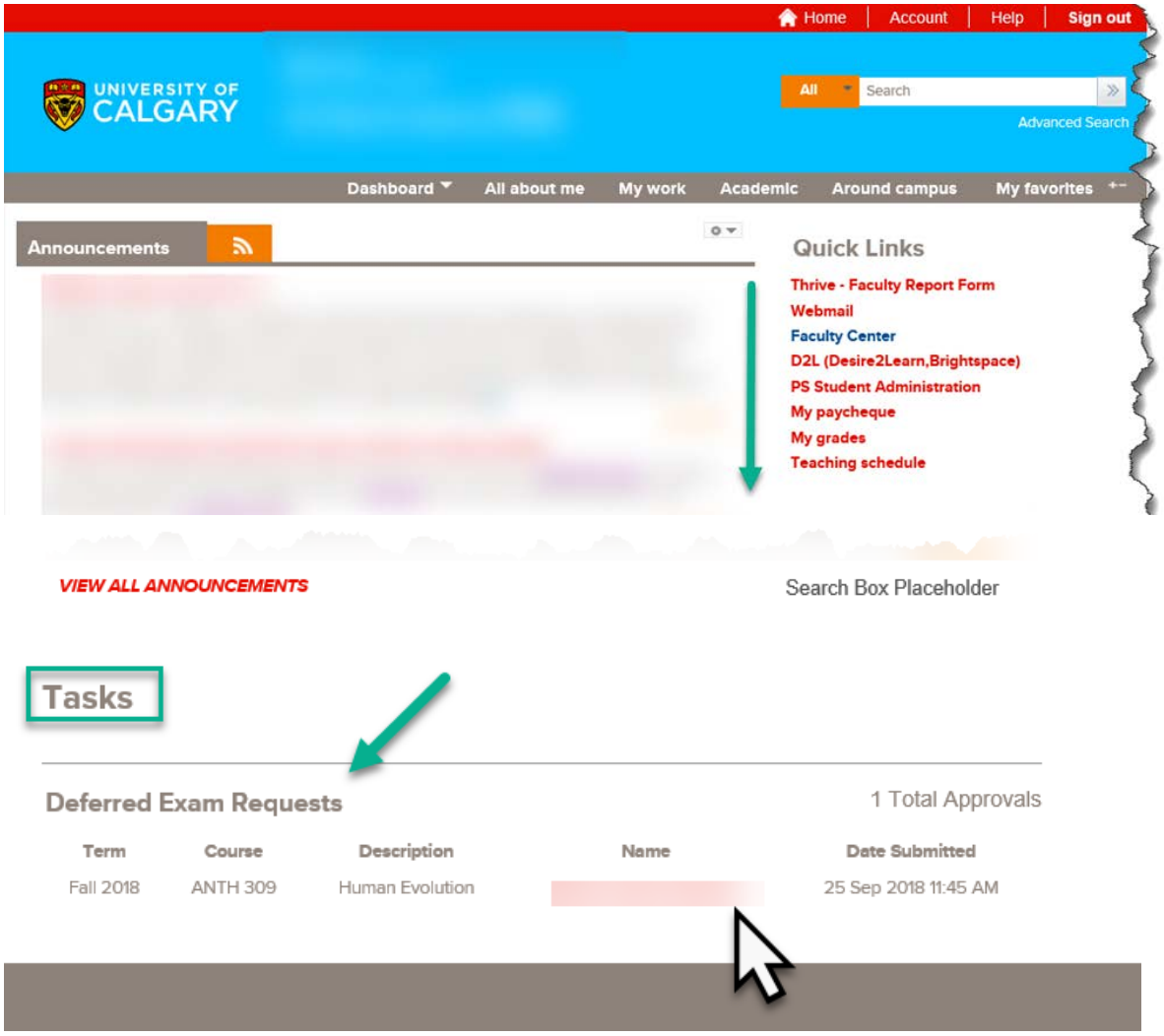
SA – Exams and Exam Scheduling

This job aid will include steps required for staff members to review and either approve or deny a Deferred Final Examination request. Included in this job aid are:

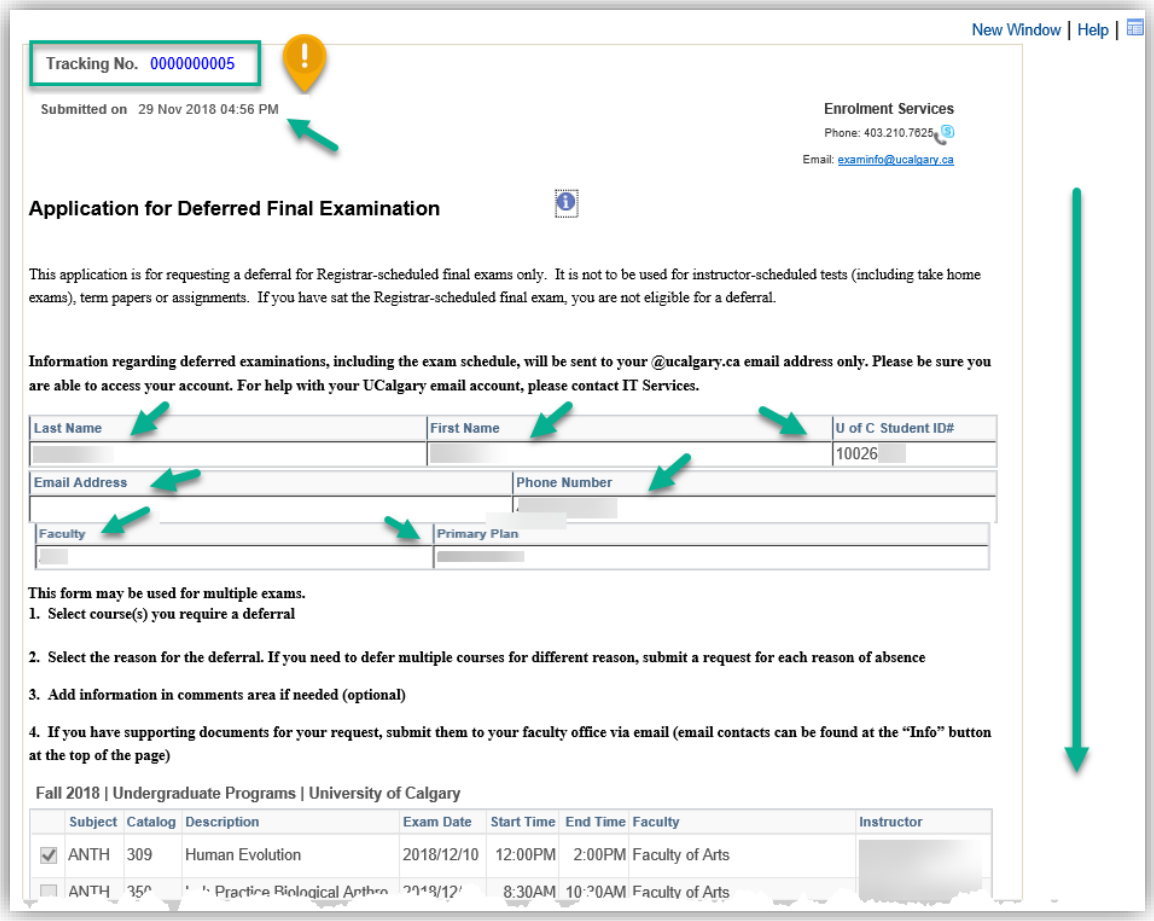
- How to view a Deferred Final Examination Request
- Approve and Review a Deferred Final Examination Request
- Deny a Deferred Final Examination Request

View a Deferred Final Examination Request:

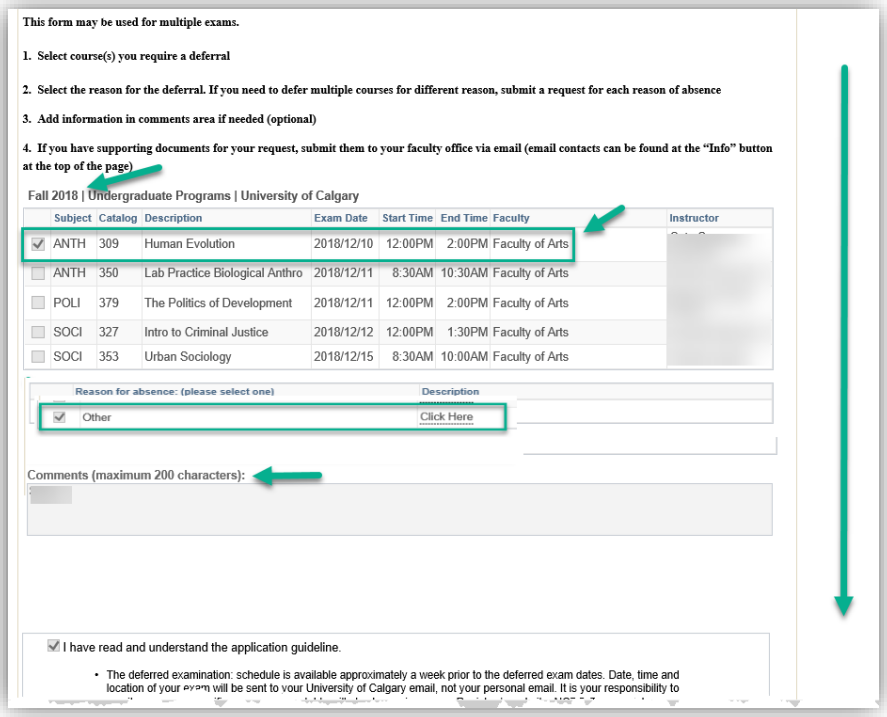
1. After logging into the My UofC Portal the staff member must scroll down to view any pending Deferred Final Exam Requests. Any Deferred Final Examination Request(s) are listed in the Tasks section of the My UofC portal. Click on the name of the student that has submitted a Deferred Examination Request. *Note: For FOIP reasons some information has been removed.*
   Click the **Student's Name** link.



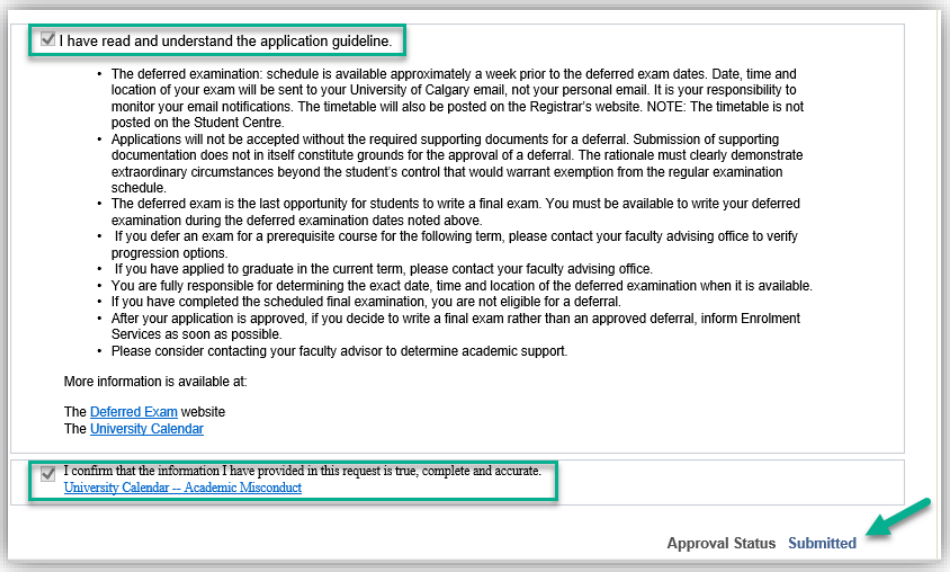
2. The Application for Deferred Final Examination will display the **Tracking Number (e.g. 00000005)** which is very important to reference as there may be more than one tracking number per student. Also displayed will be the submission date. The student's last name, first name, student id number, email address and phone number display. (Removed for FOIP reasons). The Academic Group (Faculty) and Primary Plan are also indicated. Scroll down to view additional details on the application.



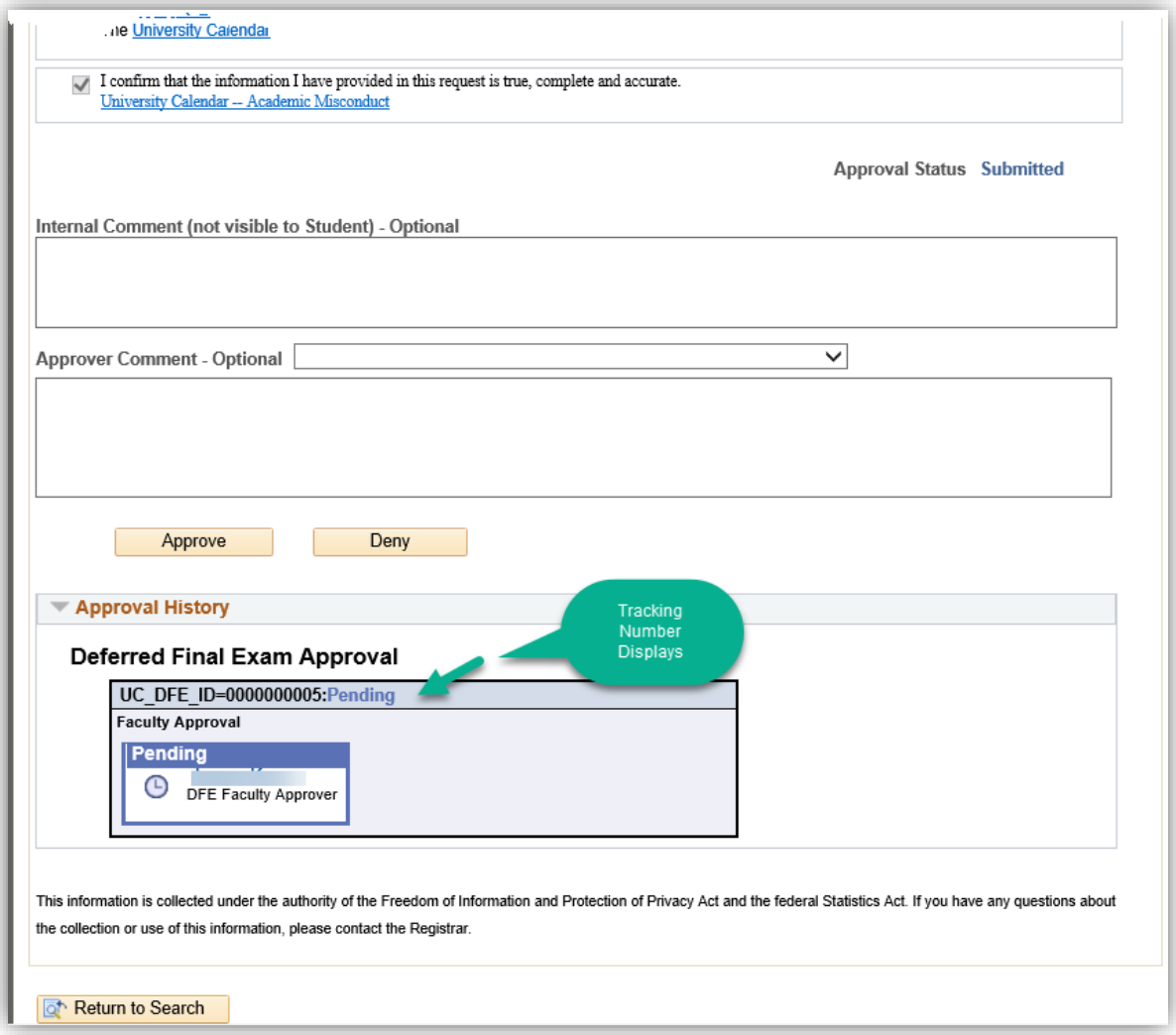
3. Further down the application are the courses for the current term (e.g. Fall 2018) for which a final exam is scheduled including the date and time of the final exam. The student may have one or more selected (e.g. ANTH 309). Also indicated is the reason for the absence (e.g. Other) and the student has the option to enter a comment. Scroll down for additional information.



4. The student will have indicated by checking their understanding and confirmation of the Deferred Final Examination process. Note at this point the Approval Status = **Submitted**.

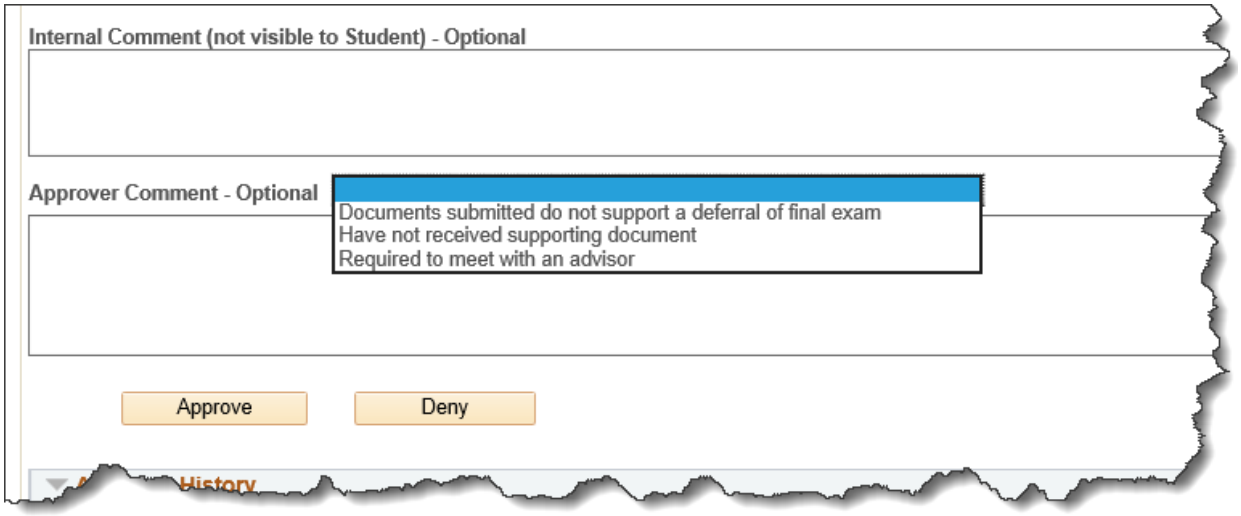


5. Scrolling to the lower portion of the application is the area where the faculty or staff can complete the approval process. In this example this request will be "Approved" therefore no comment is necessary. Note the name of the Deferred Final Exam approver will be indicated in the "**Pending**" display (removed for FOIP reasons).



6. To view the list of optional comments click on the drop down arrow by the **Approver Comment - Optional** list. For this example the request will be "**Approved**" therefore no comment is necessary and none of the options will be selected.

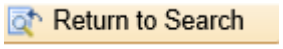
   If desired, approvers can select a pre-constructed message to the student (i.e. Required to meet with an advisor) and this comment will populate the Approver Comment field. Additional comments can also be included. This option is available even if the application is "**Approved**".

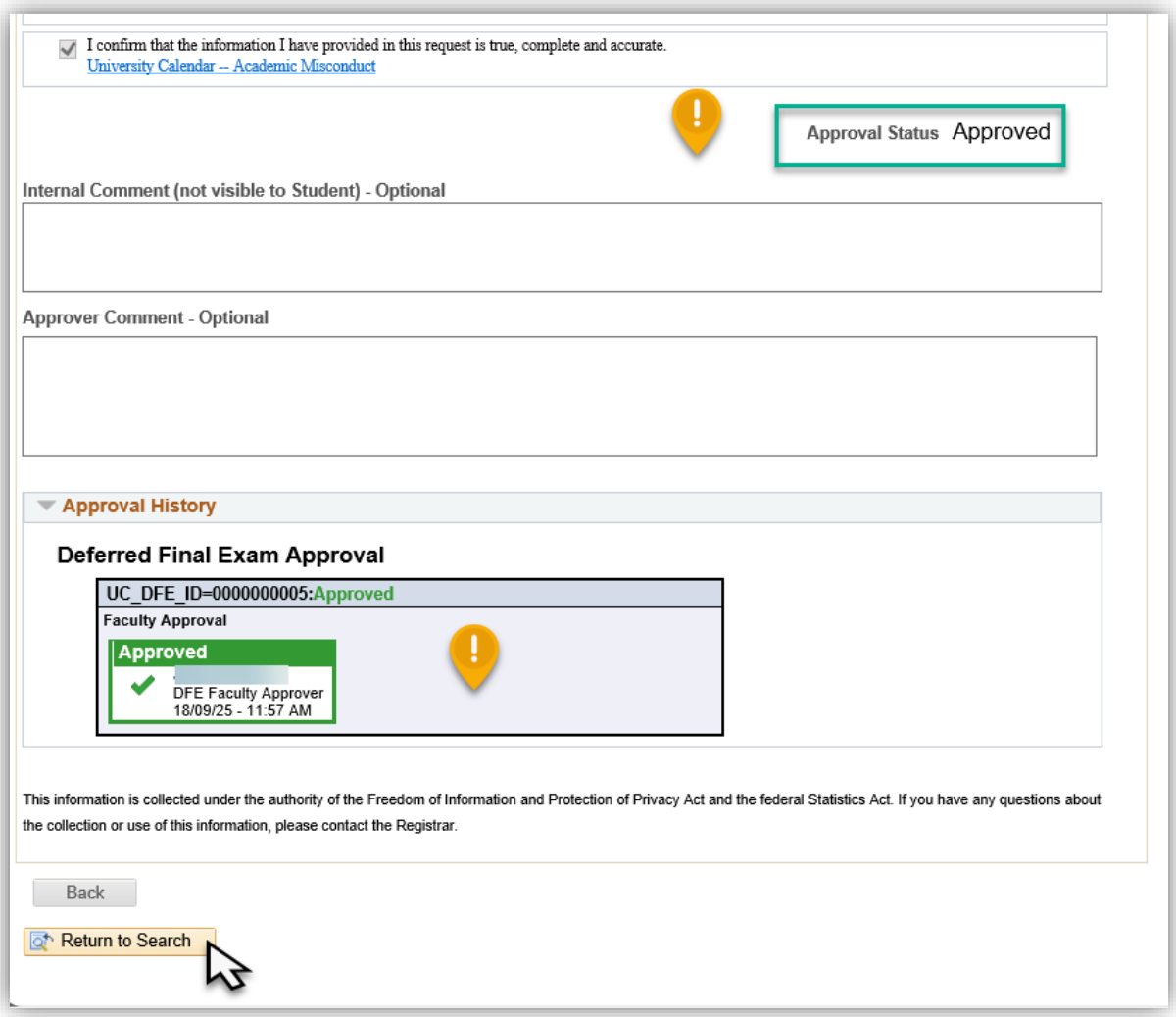


7. Click the **Approve** button.

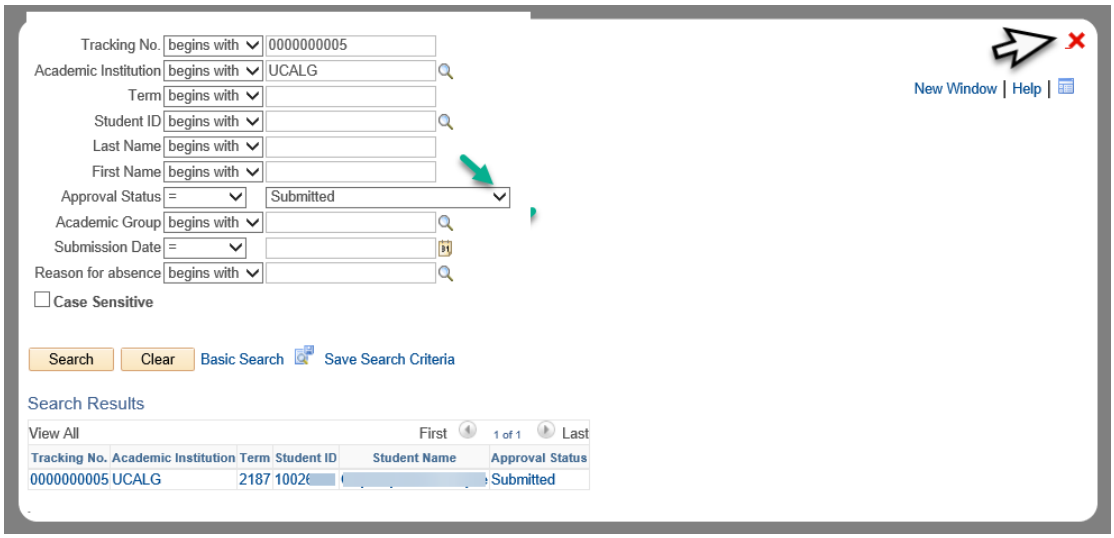
8. Once "Approve" is clicked the approver has the option to confirm the request. Click the **Yes** button.

9. To confirm the application has been approved you can scroll to the bottom of the application to view the status. Note the **Approval Status = Approved** and the Deferred Final Exam Approval workflow indicates **Approved**. Click the **Return to Search** button.

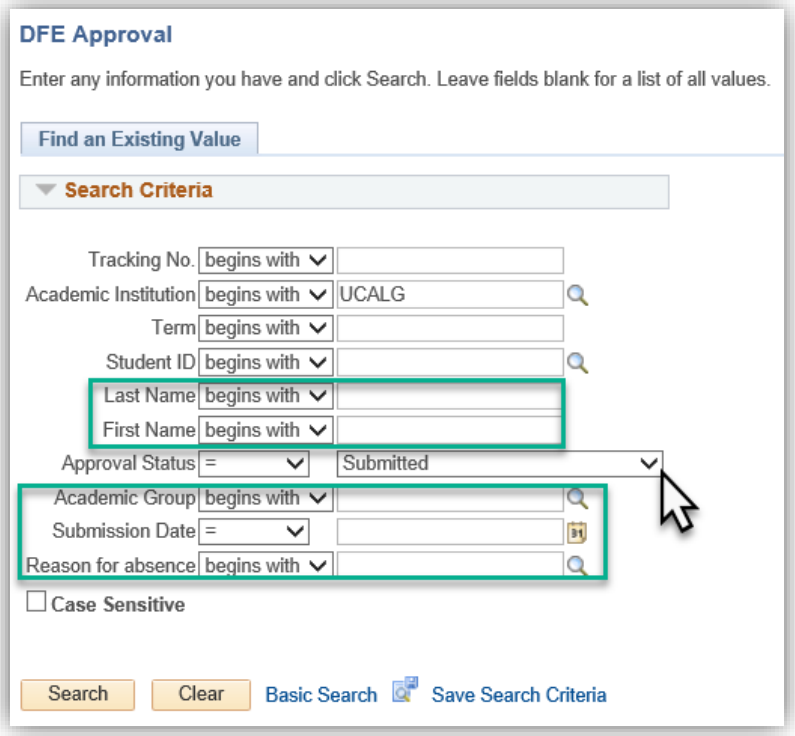




10. If desired, you can enter another tracking number and complete another search. To return to the My UofC Portal close the window. Click the **Close** link.

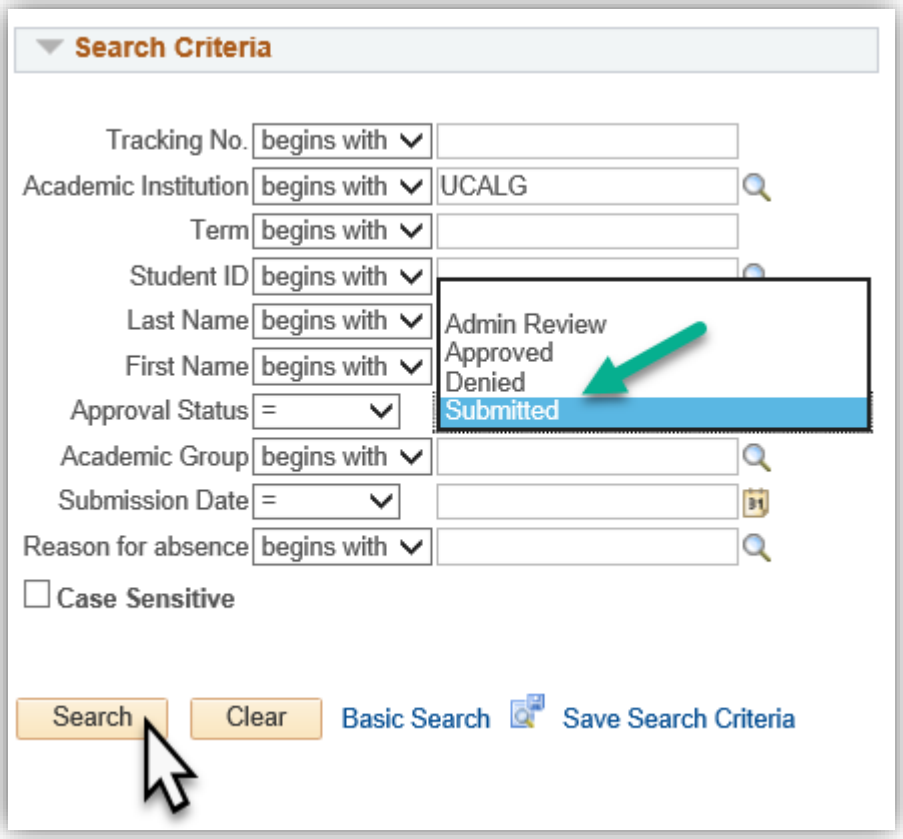


11. Additional search criteria allows a more robust search for previously submitted deferred exam requests. For example, Last Name, First Name Academic Group, Submission Date and Reason for absence can also be used as additional search criteria. Click the **Approval Status** list.

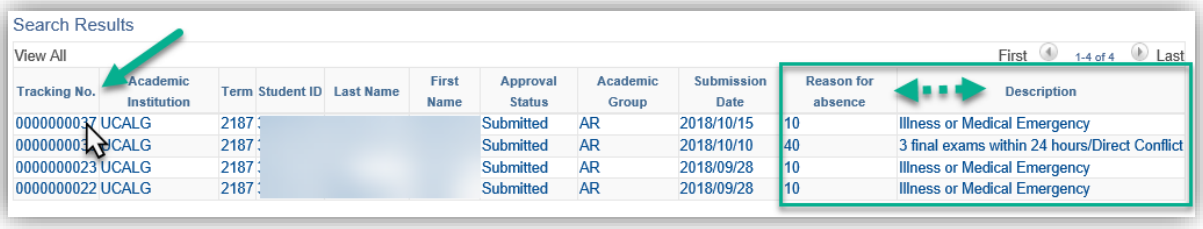


12. For your information, there are other options available to refine the search criteria:
Admin Review - The Exam office is reviewing the request
Approved - Displays any previously approved DFE's
Denied - Displays any previously denied DFE's
Submitted - Displays any previously submitted DFE's regardless of status.

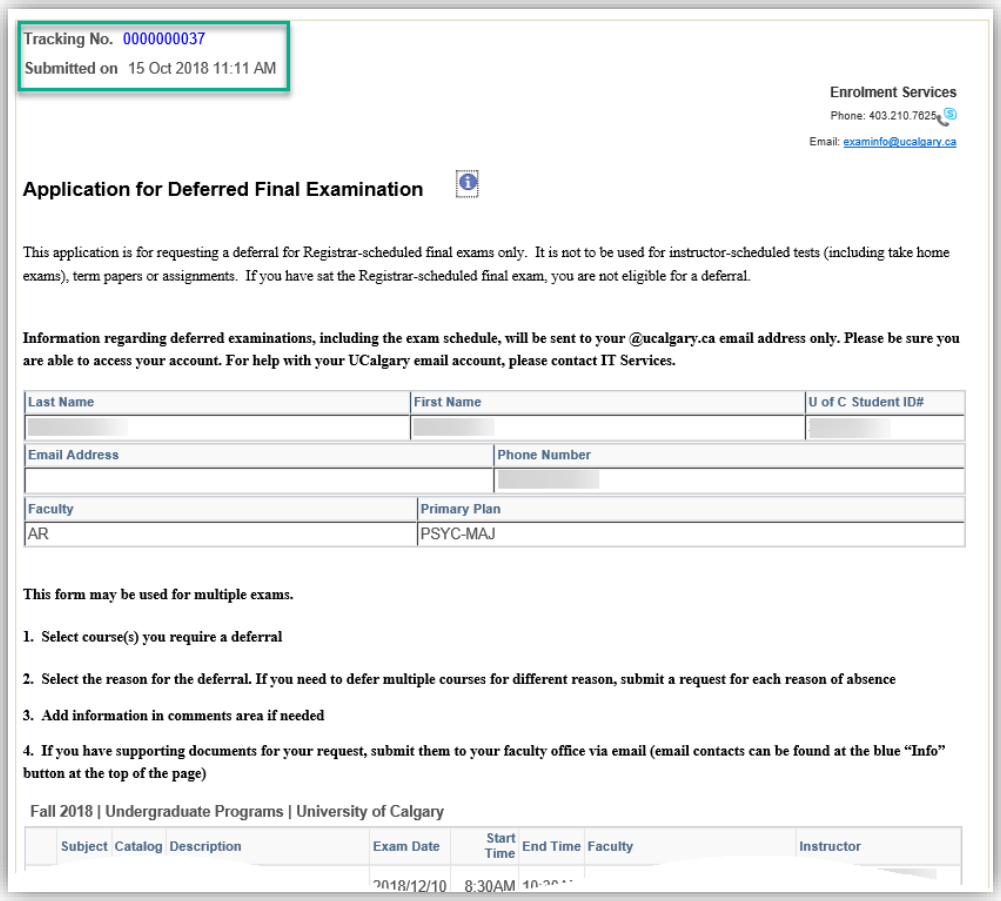
For this example will select **Submitted** and **Search**.



13. Note the search criteria displays a grid of previously submitted DFE's including a code in the Reason for absence column that corresponds with the description. You can also use the lookup tool to search Reason for absence to specify a particular reason.
Click the **0000000037** link.



14. You can view the previously submitted DFE if desired.



Tracking No. 0000000037
Submitted on 15 Oct 2018 11:11 AM

Enrolment Services
Phone: 403.210.7625
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#

Email Address	Phone Number

Faculty	Primary Plan
AR	PSYC-MAJ

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

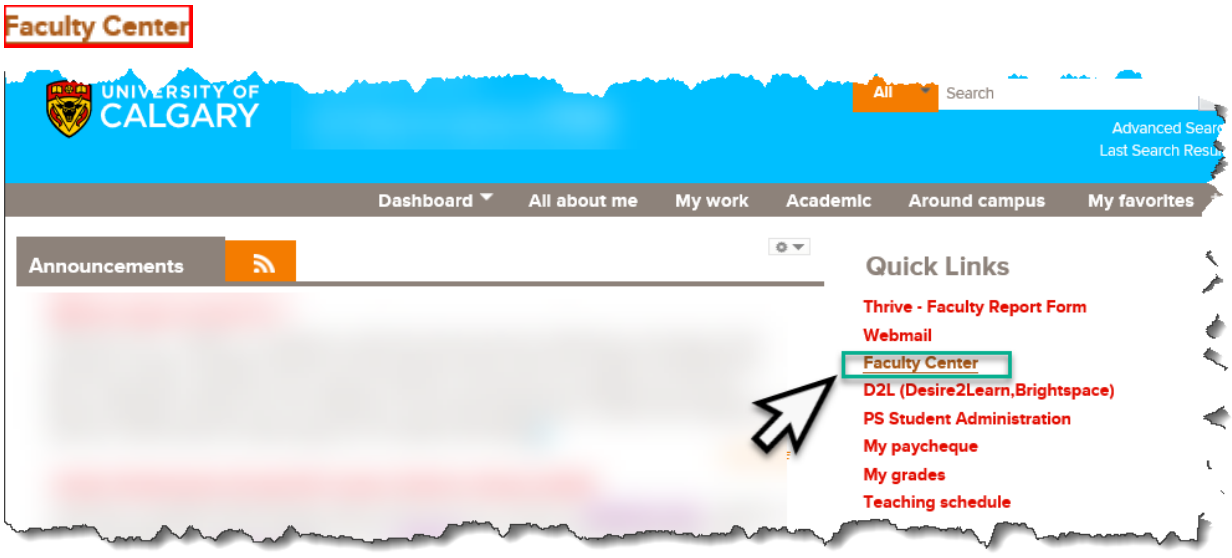
3. Add information in comments area if needed

4. If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the blue "Info" button at the top of the page)

Fall 2018 | Undergraduate Programs | University of Calgary

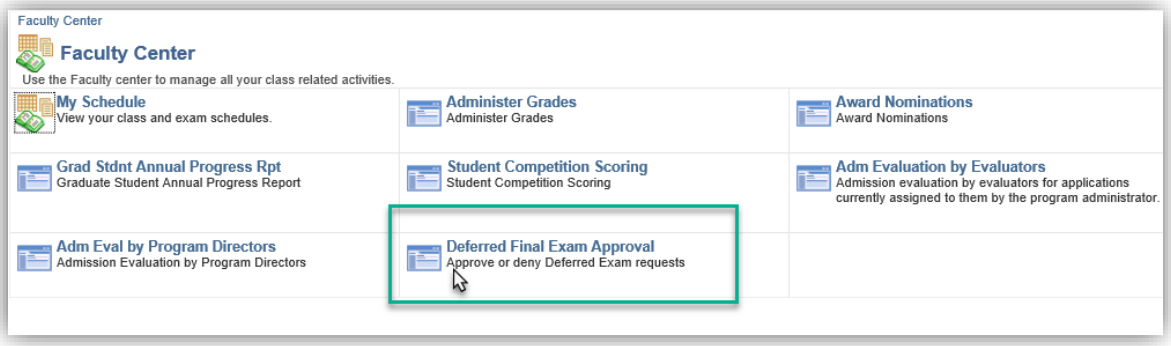
Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
			2018/12/10	8:30AM			

15. If desired, you can also navigate to the Faculty Centre to review any Deferred Final Examinations. Click the **Faculty Center** link.



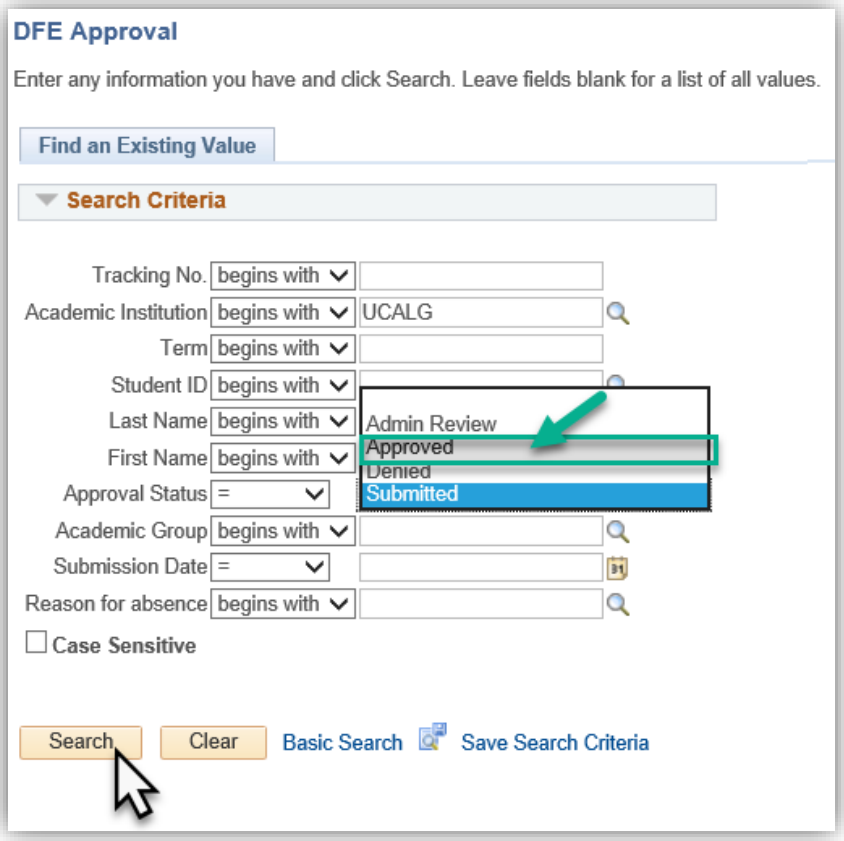
16. From the Faculty Centre, click the **Deferred Final Exam Approval** link.

Deferred Final Exam Approval

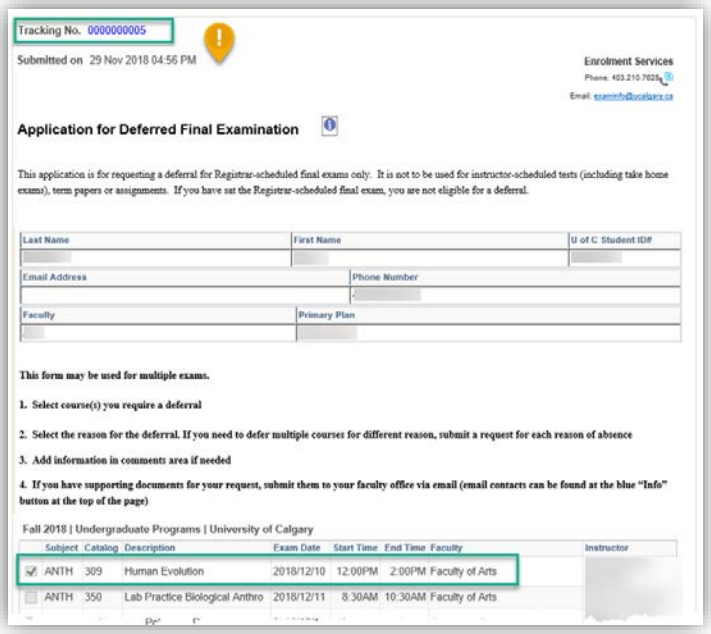


17. Click the **Approval Status** list for options. For this example, select **Approved** to view any previously deferred final examination requests. Click the **Approved** list item and click the **Search** button. **Tip:** To complete an audit, clear all Search Criteria and press Search.

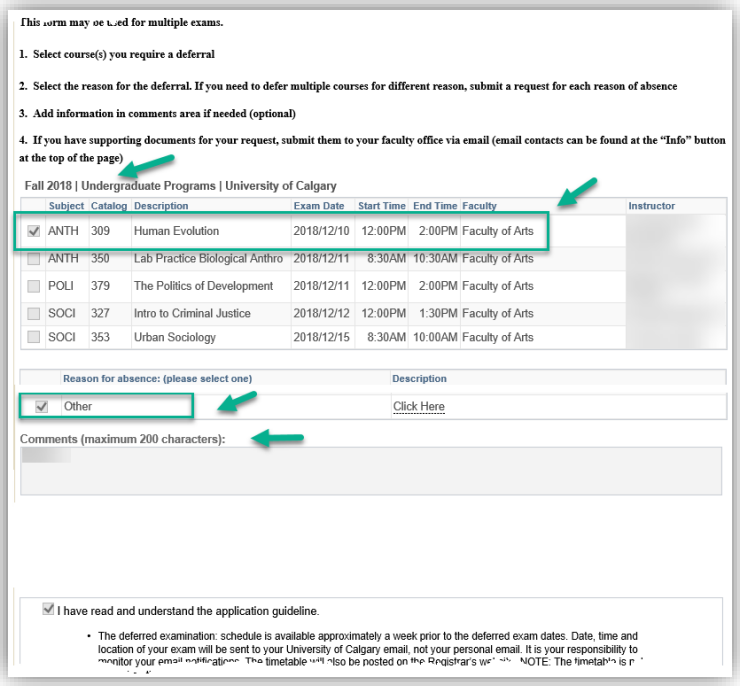
Search



18. Note from the Tracking Number (000000005) the previously approved deferred examination request displays.

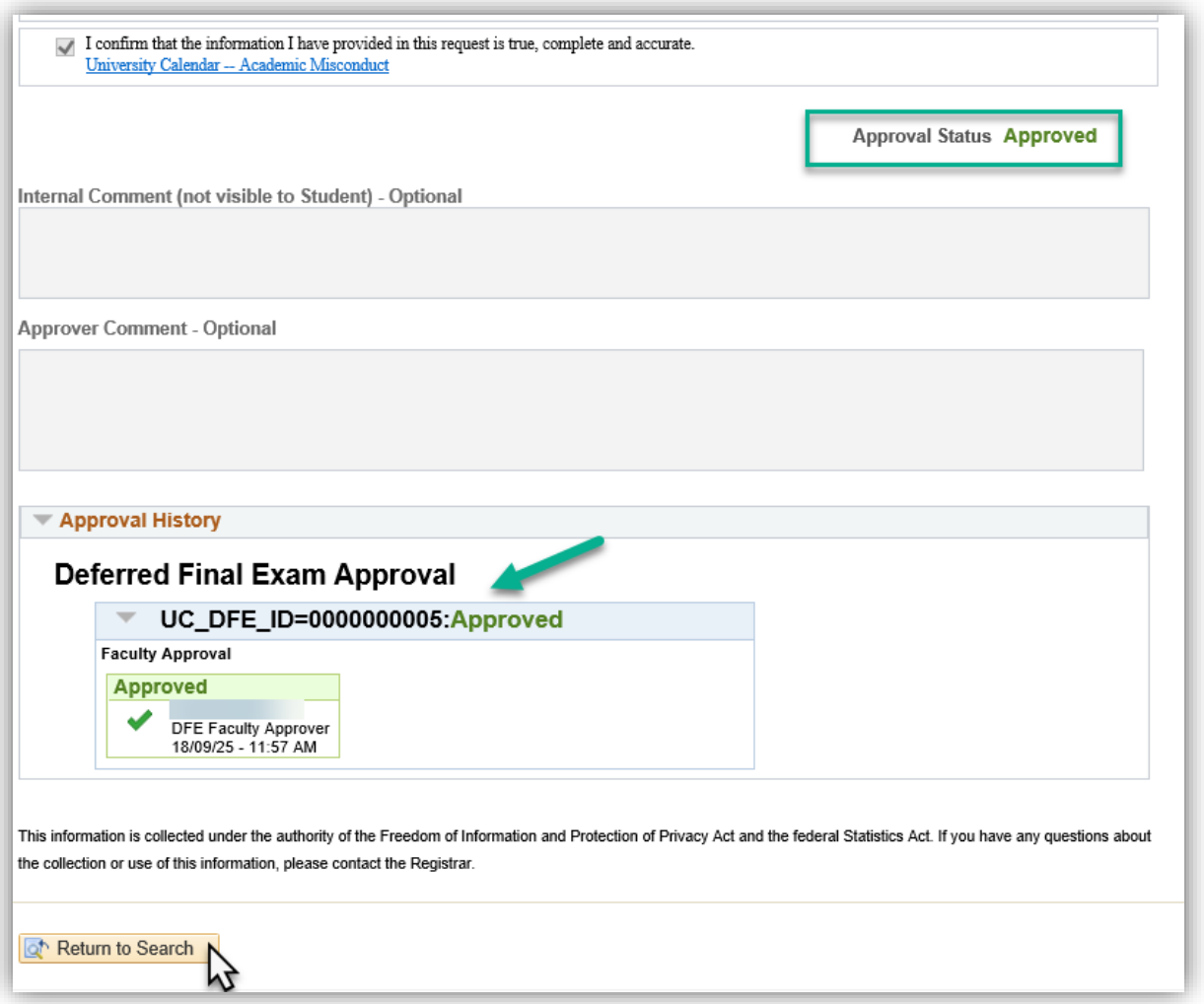


19. Note the same details are displayed; the course for the deferred exam request is selected and the reason for the absence (other) and any student entered comments.



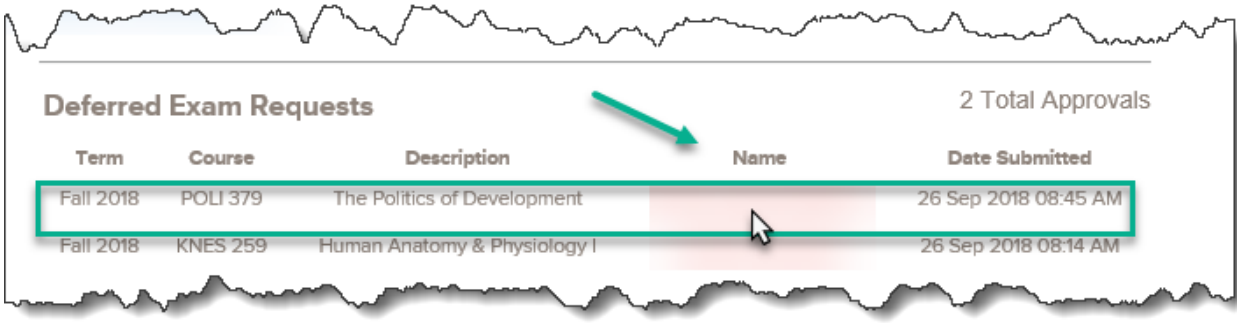
20. Note the lower portion of the application indicates **Approval Status = Submitted** and the workflow also indicates **Approved** as previously mentioned. Click the **Return to Search** button.

Return to Search

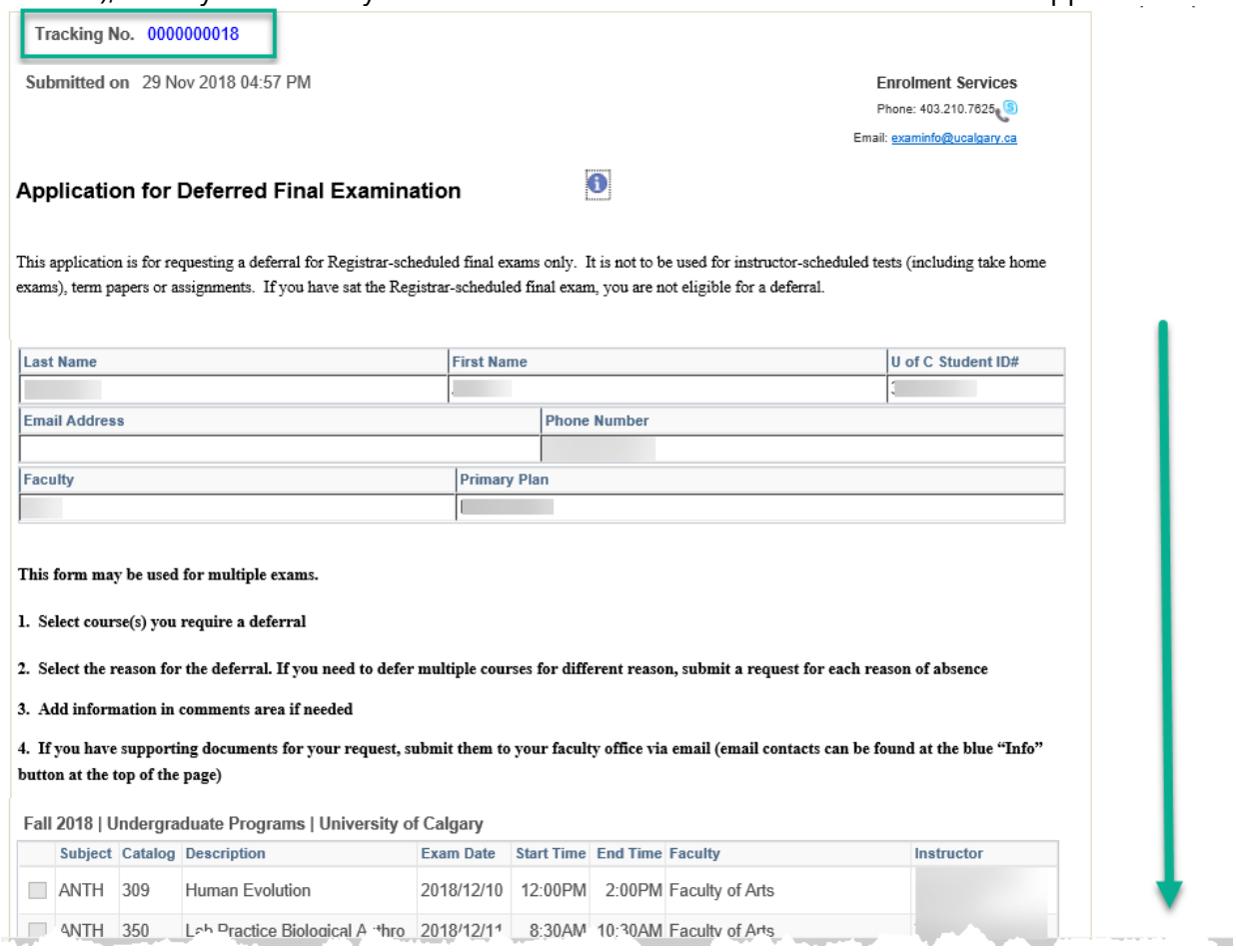


Deny a Deferred Final Examination Request:

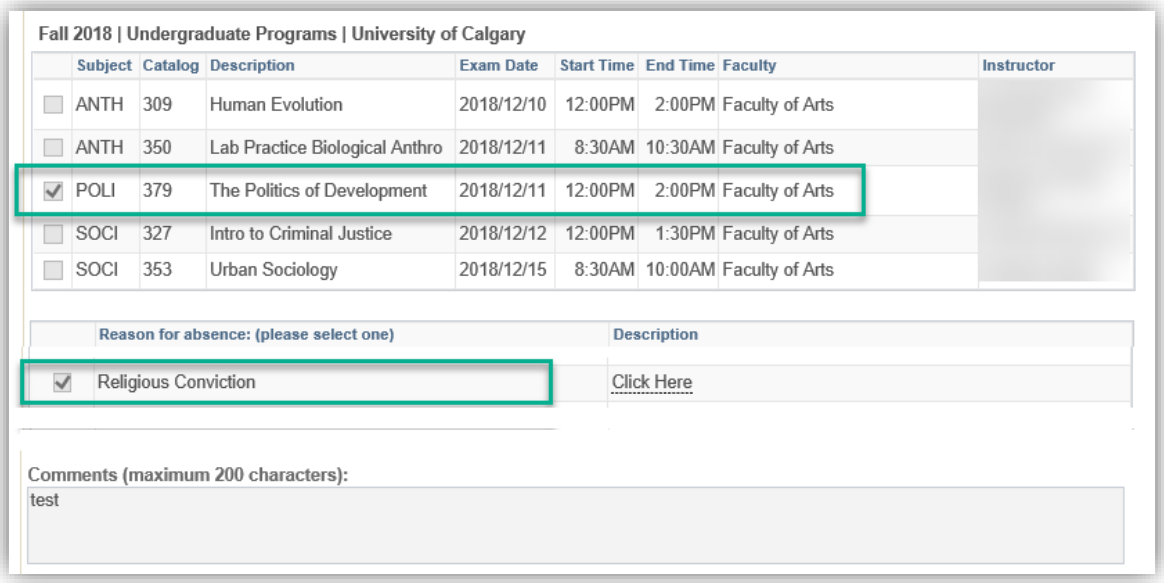
1. After logging into the My UofC Portal the staff member must scroll down to view any pending Deferred Final Exam Requests. Any Deferred Final Examination Request(s) will be listed in the Tasks section of the My UofC portal. Click on the name of the student that has submitted a Deferred Examination Request. *Note: For FOIP reasons some information has been removed.* Click the **Student's Name** link.



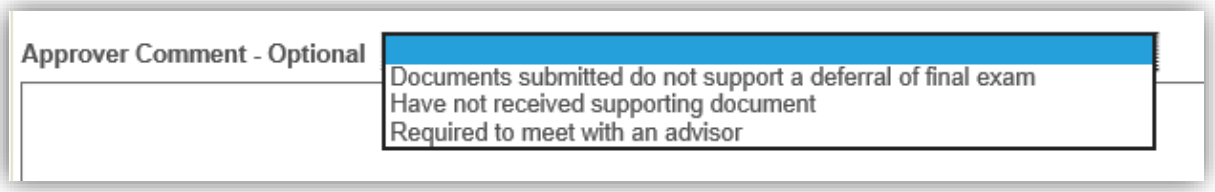
2. The Application for Deferred Final Examination displays including the **Tracking Number (e.g. 0000000018)**, submitted date and the student's identification information (removed for FOIP reasons), Faculty and Primary Plan. Scroll down to view additional details on the application.



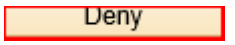
3. Further down the application are the courses for the current term (e.g. Fall 2018) for which a final exam is scheduled including the date and time of the final exam. The student may have one or more selected (e.g. POLI 379). Also indicated is the reason for the absence (e.g. Religious Conviction). Scroll down for additional information.

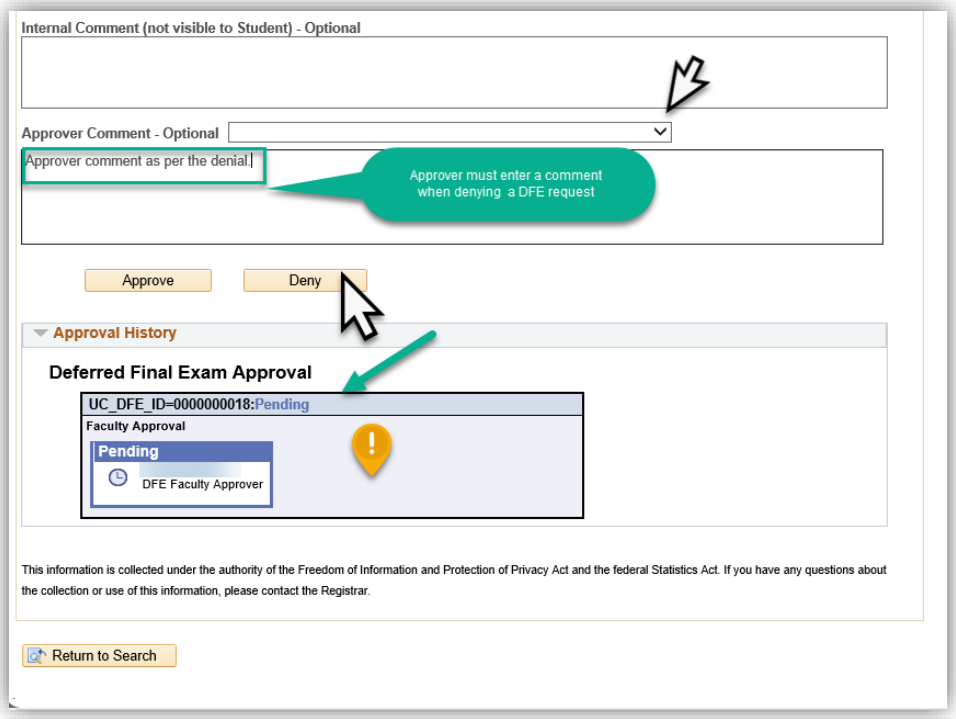


4. Further down the application is an area where you can enter an "Approver Comment - Optional". When denying a Deferred Examination Request the approver must enter a comment. Click the **Approver Comment - Optional** list to view the options. For this example no selection is made, instead the approver must enter a comment when denying a Deferred Final Exam request.

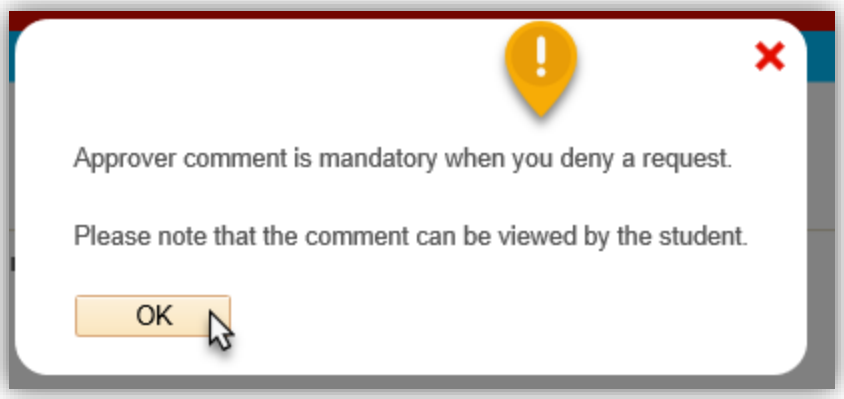


5. If desired, the approver can select both a pre-constructed message as well as enter a comment when denying a Deferred Final Examination Request. Note the Status is = Pending. Click the **Deny** button. **Note:** An error message will display when Deny is pressed without an Approver Comment.





6. This error message will display when "Deny" is pressed without an approver comment.

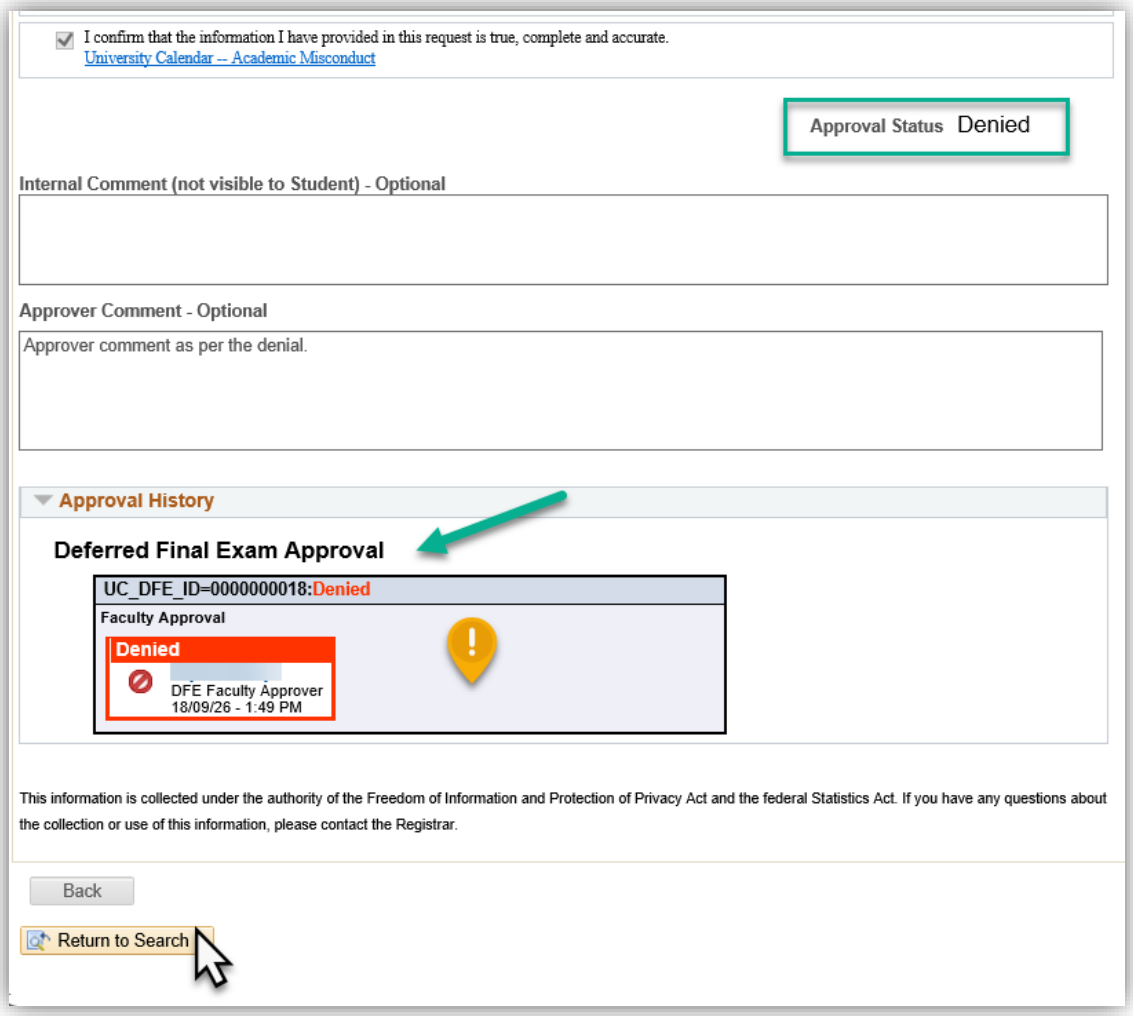


7. Once deny is clicked the approver has the option to confirm the request. Click the **Yes** button.

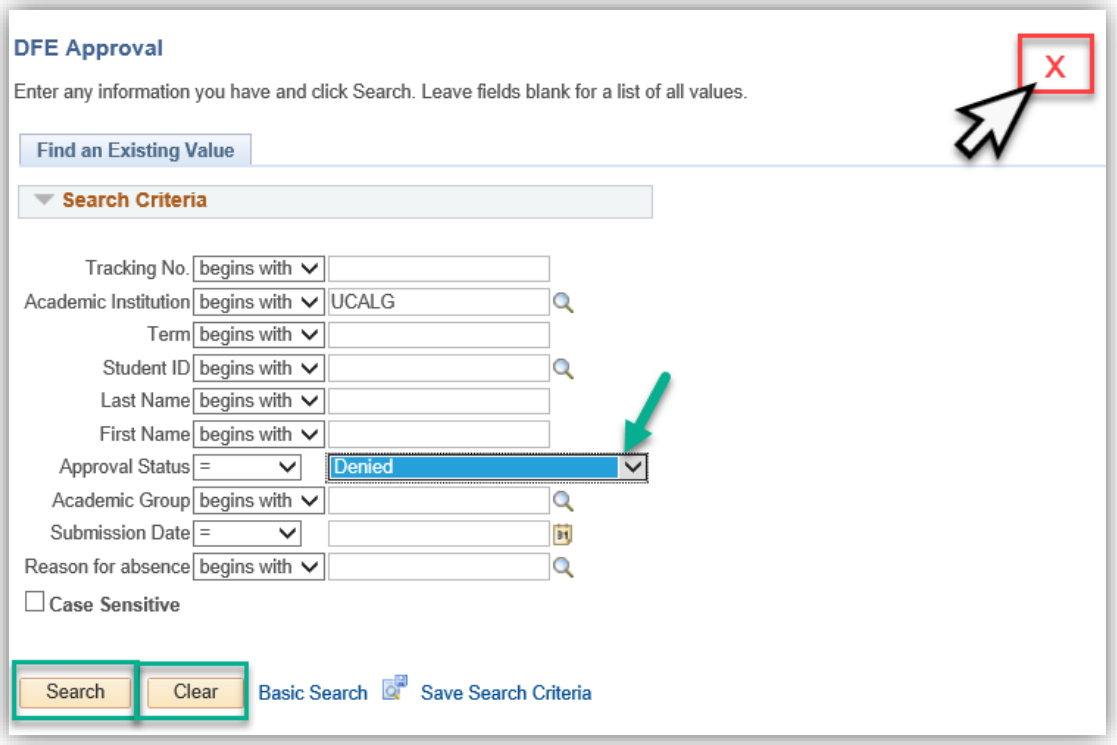
Yes

8. To confirm the application has been denied you can scroll to the bottom of the application to view the status. Note Approval Status = Denied and the workflow also indicates Denied. Click the **Return to Search** button.

Return to Search



9. If desired, you can enter criteria to complete another search. To return to My UofC Portal close the window. Click the **Close** link.



10. If desired, you can also navigate to the Faculty Centre to review any Deferred Final Examinations. Click the **Faculty Center** link.

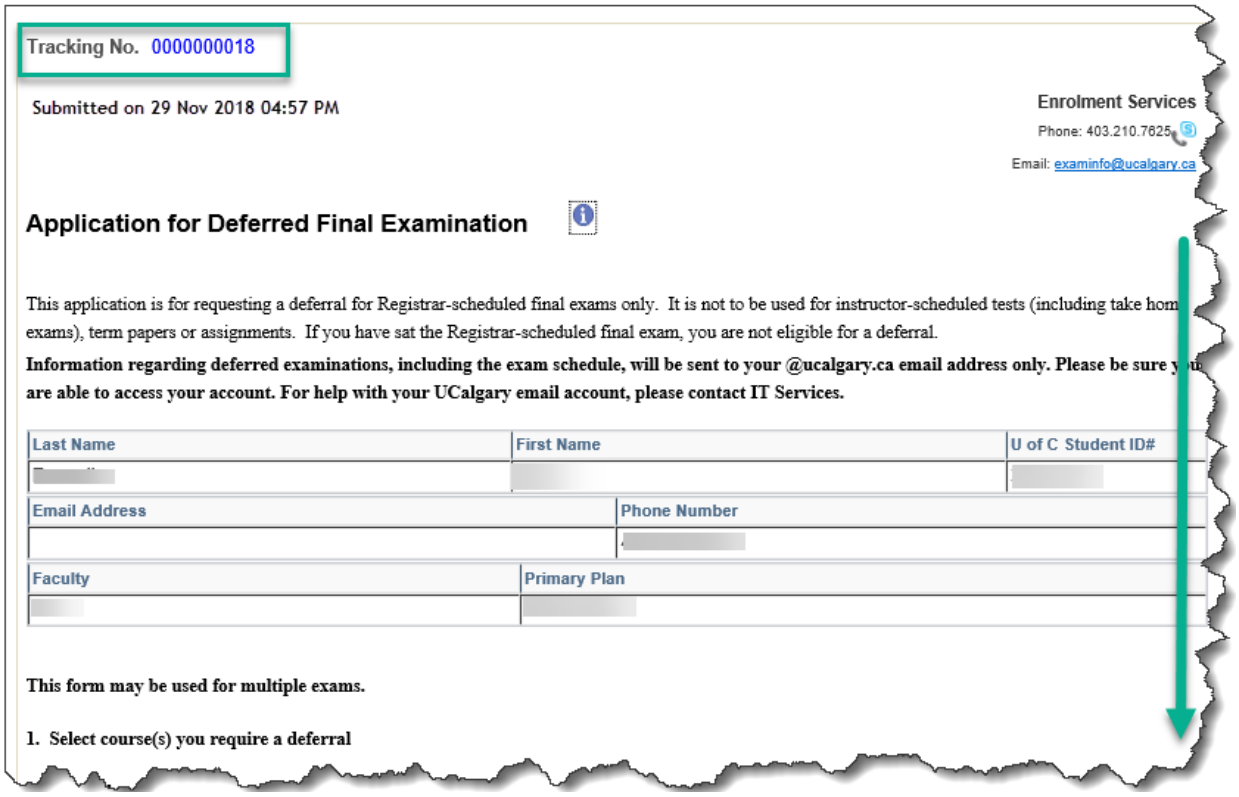
11. Click the **Deferred Final Exam Approval** link.

    Deferred Final Exam Approval

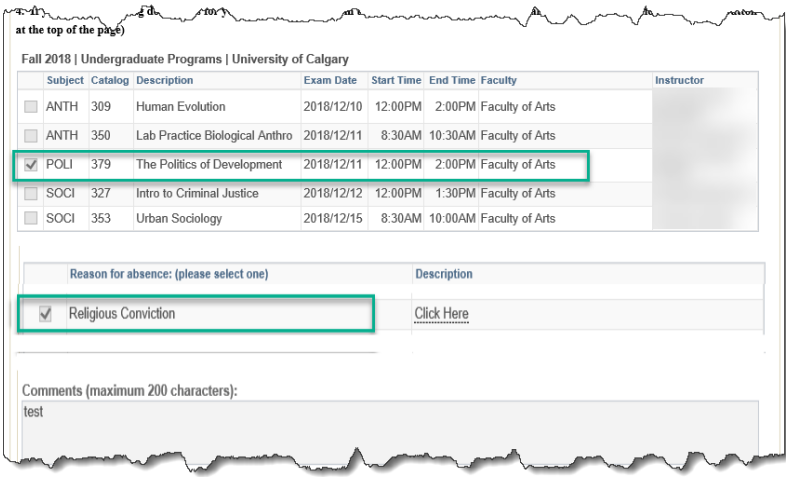
12. To view just the Deferred Final Examination requests that have been denied select Denied as the Approval Status and click the **Search** button.

    Search

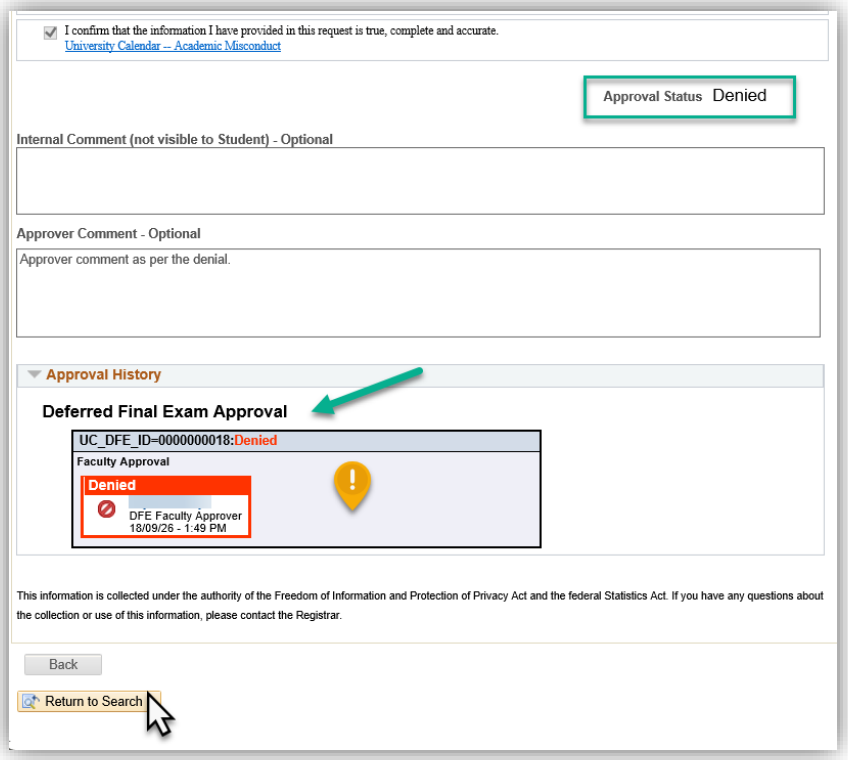
13. Note from the Tracking Number (000000018) the previously denied deferred examination request displays. Scroll down to confirm the rest of the application details.



14. Note the same details are displayed; the course for the deferred exam request is selected (POLI 379) and the reason for the absence (Religious Conviction). Scroll down to confirm the denied request.



15. Note the lower portion of the application indicates **Approval Status = Denied** and the workflow also indicates **Denied** as previously mentioned.



For the corresponding online learning, consult: www.ucalgary.ca/registrar/training/student-administration

End of Procedure.