

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.





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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.

									New Wi	ndow   He
Tracking No.	00000000	5								
Submitted on 2	29 Nov 2018 0	4:56 PM					1	Enrolment Services	s	
							F	Phone: 403.210.7625	0	
							Emai	il: examinfo@ucalgary.ca	2	
pplication	for Defer	rred Final Examin	ation		3					
is application is	for requesting	g a deferral for Registrar-sc	heduled final ex	ams only. It	t is not to be	used for instruct	or-scheduled to	ests (including take l	home	- 1
ams), term paper	rs or assignme	nts. If you have sat the Re	gistrar-schedule	ed final exam	, you are no	t eligible for a de	ferral.			
formation rega	rding deferre	d examinations, including	g the exam sche	edule, will be	e sent to yo	ur @ucalgary.ca	email addres	s only. Please be su	re you	
e able to access	your account	t. For help with your UCa	llgary email ac	count, pleas	e contact I	Services.				
aet Name	-		First Nor	na	-			LL of C Student ID	+	
iat Hallie	-		i ii si Nai					o or c student ID4		
						•		10026		
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mail Address Faculty is form may be Select course(s) Select the reaso Add informatic If you have sup the top of the p	e used for mul ) you require on for the def ion in commen pporting docu page)	ltiple exams. a deferral ferral. If you need to defer nts area if needed (option: uments for your request, s	r multiple cour al)	Phone    . Plan ses for diffe	Number rent reason y office via	, submit a reque email (email con	st for each rest	ason of absence	button	
mail Address Faculty is form may be Select course(s) Add informatic If you have sup the top of the p all 2018   Unde	e used for mul ) you require on for the def ion in commen pporting docu page) lergraduate	ltiple exams. a deferral ferral. If you need to defer nts area if needed (option uments for your request, s Programs   University of	r multiple cour al) submit them to	Plan Plan ses for diffe	Number rent reason y office via	, submit a reque email (email con	st for each re stacts can be fo	ason of absence	button	
mail Address faculty is form may be Select course(s Select the rease Add information If you have sup the top of the pr all 2018   Undo Subject Ca	e used for mult ) you require on for the def fon in commen pporting docu page) lergraduate atalog Descri	Itiple exams. a deferral ferral. If you need to defer nts area if needed (option uments for your request, s Programs   University o ption	r multiple cour al) submit them to of Calgary Exam Date	Phone     Plan ses for diffe your faculty Start Time	Number rent reason y office via End Time	, submit a reque email (email con	st for each re tacts can be fo	ason of absence	button	
mail Address Faculty Lis form may be Select course(s) Select the reaso Add information If you have sup the top of the particular for all 2018   Under Subject Car ANTH 30:	e used for mul c) you require on for the def on in commen poprting docu lergraduate   atalog Descri 19 Huma	Itiple exams. • a deferral Terral. If you need to defer nts area if needed (options uments for your request, s Programs   University of ption n Evolution	r multiple cour al) submit them to of Calgary Exam Date 2018/12/10	Plan Plan ses for differ your faculty Start Time 12:00PM	Number rent reason y office via End Time 2:00PM	, submit a reque email (email con Faculty Faculty of Arts	st for each reach	ason of absence	button	



SA – Exams and Exam Scheduling

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.

A	ANTH			L'Yam Date	Start Time	End Time	Faculty	Instructor	
A		309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts	• · •	
	ANTH	350	Lab Practice Biological Anthro	2018/12/11	8:30AM	10:30AM	Faculty of Arts		
P	POLI	379	The Politics of Development	2018/12/11	12:00PM	2:00PM	Faculty of Arts		
S	SOCI	327	Intro to Criminal Justice	2018/12/12	12:00PM	1:30PM	Faculty of Arts		
S	SOCI	353	Urban Sociology	2018/12/15	8:30AM	10:00AM	Faculty of Arts		
	Rea	son for al	osence: (please select one)		De	scription			
	✓ Ot	her			Clie	ck Here	<b></b>		
omn	ments (	maximu	m 200 characters):	•					

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**.

I have read and understand the application guideline. The defarred examination: schedule is available approximately a weak prior to the defarred exam dates. Date, time and
<ul> <li>The determed examination: Schedule is available approximately a Week (bit) the determed examination: Schedule is a set 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.</li> </ul>
<ul> <li>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.</li> </ul>
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 deferred on program for a program for the course for the deflusion gram places contact your feeling a final to your feeling.
<ul> <li>If you deter all exam for a prefequence course four the following term, please contact your faculty during during during during the very progression options.</li> <li>If you have applied to graduate in the current term, please contact your faculty advising office.</li> <li>You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.</li> <li>If you have completed the scheduled final examination, you are not eligible for a deferral.</li> <li>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.</li> <li>Please consider contacting your faculty advisor to determine academic support.</li> </ul>
More information is available at:
The <u>Deferred Exam</u> website The <u>University Calendar</u>
I confirm that the information I have provided in this request is true, complete and accurate. <u>University Calendar Academic Misconduct</u>
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).

. ne <u>University Calendar</u>	
I confirm that the information I have provided in this request is true, complete and accurate. <u>University Calendar Academic Misconduct</u>	
	Approval Status Submitted
Internal Comment (not visible to Student) - Optional	
Approver Comment - Optional	
Approve Deny           Approval History         Tracking	
Deferred Final Exam Approval Displays	
Faculty Approval  Pending  DFE Faculty Approver	
This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the the collection or use of this information, please contact the Registrar.	federal Statistics Act. If you have any questions about
Return to Search	



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**".

Internal Comment (not visible t	o Student) - Optional	
Approver Comment - Optional	Documents submitted do not support a deferral of final exam Have not received supporting document Required to meet with an advisor	
Approve	Deny	

7. Click the **Approve** button.

Approve

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

Y€	es	
a	×	
	Are you sure you want to approve the request? (25250,19)	l
cin	Tes No	



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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.

at.	Return	to Search	
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I confirm that the information I have provided in this request is true, complete and accurate. University Calendar Academic Misconduct  Approval Status Approved  Internal Comment (not visible to Student) - Optional
Approval Status Approved
nternal Comment (not visible to Student) - Optional
ternal Comment (not visible to Student) - Optional
nprover Comment - Optional
sprover comment - optional
Deferred Final Exam Approval
UC DFE ID=000000005:Approved
Faculty Approval
Approved
V DEE Eaculty Approver
18/09/25 - 11:57 AM
is 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
collection or use of this information, please contact the Registrar.
Back
The Return to Search



SA – Exams and Exam Scheduling

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.

Tracking No.	boging with M	00000005	1			5
A se densis lestitution	begins with V					4
Academic institution	begins with V	UCALG				New Window   Help
Student ID	begins with V					
Last Name	begins with 🗸					
First Name	begins with 🗸					
Approval Status	= 🗸	Submitted	· · · · · · · · · · · · · · · · · · ·			
Academic Group	begins with $\checkmark$		Q			
Submission Date	= 🗸		<b>B</b>			
Reason for absence	begins with $\checkmark$		Q			
Case Sensitive						
Search Clea	ar Basic Sea	rch 🖉 Save Search Crit	eria			
View All		Fi	rst 🕚 1 of 1	Last		
	c Institution Term	n Student ID Student N	ame Appro	val Status		
Tracking No. Academi						

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.

DFE A	pproval	
Enter ar	y information you have and click Search. Leave fields blank for a	a list of all values.
Find a	an Existing Value	
💌 Se	arch Criteria	
Acader	Tracking No. begins with   Inc Institution begins with  UCALG  Term begins with   Student ID begins with	
	Last Name begins with ✓ First Name begins with ✓	
Ap	domic Group bogins with M	Ň
Sub	mission Date =	5
Reasor	for absence begins with V	-
Cas	e Sensitive	
Sear	ch Clear Basic Search 🖉 Save Search Criteria	



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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**.

Tracking No. begins with 🗸	
Academic Institution begins with V	UCALG Q
Term begins with 🗸	
Student ID begins with 🗸	
Last Name begins with 🗸	Admin Review
First Name begins with 🗸	Approved Denied
Approval Status = 🗸 🗸	Submitted
Academic Group begins with 🗸	
Submission Date = 🗸	31
Reason for absence begins with $\checkmark$	
Case Sensitive	
Search Clear Basic S	Search 📓 Save Search Criteria

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.

Search Results										
View All									First 🕚 1-4 of 4	Last
Tracking No. Academic Institution	Term Student ID	Last Name	First Name	Approval Status	Academic Group	Submission Date	Reason for absence	4	Description	
000000037 UCALG	2187 (			Submitted	AR	2018/10/15	10	Illness or Medi	ical Emergency	
00000003 CALG	2187 :			Submitted	AR	2018/10/10	40	3 final exams	within 24 hours/Direct	t Conflict
000000023 UCALG	2187 :			Submitted	AR	2018/09/28	10	Illness or Med	ical Emergency	
000000022 UCALG	2187 :			Submitted	AR	2018/09/28	10	Illness or Medi	ical Emergency	



Faculty Center

## Deferred Examination Approval Process

SA – Exams and Exam Scheduling

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

				Phone: 403.210.7625
Application for Deferred Final	Examination	<b>i</b>		
This application is for requesting a deferral for l xams), term papers or assignments. If you hav information regarding deferred examination	Registrar-scheduled final e sat the Registrar-schedu s, including the exam sci	exams only. It is not iled final exam, you hedule, will be sent	to be used for instructo re not eligible for a def to your @ucalgary.ca	r-scheduled tests (including take home ferral. email address only. Please be sure you
Last Name	First Na	ame	RTII SCIVRUS.	U of C Student ID#
Email Address		Phone Numb	er	
Faculty	Prima	ry Plan		
AR	F51C			
AR This form may be used for multiple exams. I. Select course(s) you require a deferral 2. Select the reason for the deferral. If you n 3. Add information in comments area if need 1. If you have supporting documents for you	eed to defer multiple cou led r request, submit them t	urses for different r to your faculty offic	eason, submit a reques e via email (email com	st for each reason of absence tacts can be found at the blue "Info"
AR This form may be used for multiple exams. I. Select course(s) you require a deferral 2. Select the reason for the deferral. If you n 3. Add information in comments area if need I. If you have supporting documents for you witton at the top of the page) Fall 2018   Undergraduate Programs   U	eed to defer multiple cou led r request, submit them t niversity of Caluary	urses for different r to your faculty offic	ason, submit a reques e via email (email cont	st for each reason of absence facts can be found at the blue "Info"
AR This form may be used for multiple exams. I. Select course(s) you require a deferral 2. Select the reason for the deferral. If you n 3. Add information in comments area if need 4. If you have supporting documents for you button at the top of the page) Fall 2018   Undergraduate Programs   U Subject Catalog Description	eed to defer multiple con led r request, submit them t niversity of Calgary Exam Date	urses for different r to your faculty offic Start Time End Time	eson, submit a reques e via email (email cont Faculty	st for each reason of absence tacts can be found at the blue "Info"

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

Dat Announcements	shboard 🔻	All about me	My work	Academic	Around campus	My deverties
Announcements					ritouna campao	My favorites
			2		Puick Links rive - Faculty Report Fo ebmail culty Center 2L (Desire2Learn,Bright: 5 Student Administration y paycheque y grades	rm 4 space) n 4



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

#### Deferred Final Exam Approval

Faculty Center Use the Faculty center to manage all your class related activiti	25.	
Wy Schedule View your class and exam schedules.	Administer Grades Administer Grades	Award Nominations Award Nominations
Grad Stdnt Annual Progress Rpt Graduate Student Annual Progress Report	Student Competition Scoring Student Competition Scoring	Adm Evaluation by Evaluators Admission evaluation by evaluators for applications currently assigned to them by the program administrato
Adm Eval by Program Directors Admission Evaluation by Program Directors	Deferred Final Exam Approval Approve or deny Deferred Exam requests	

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** 

Enter any information you have and di	ick Search. Leave fields blank for a list of all values.
<ul> <li>Search Criteria</li> </ul>	
Tracking No. begins with Academic Institution begins with Term begins with Student ID begins with Last Name begins with First Name begins with Approval Status	UCALG
Academic Group begins with Submission Date = Reason for absence begins with Case Sensitive	
Search Clear Basic Se	earch 🖉 Save Search Criteria



SA – Exams and Exam Scheduling

18. Note from the Tracking Number (00000005) the previously approved deferred examination request displays.

ubmitted on 29 No	v 2018 04:56 PM				Enrolment Services
	1 LUIV V4.501 III				Phone: 403.210.7025
					Email graminio@voalgars.ca
pplication for his application is for re came), term papers or a	Deferred Final Examination equesting a deferral for Registrar-och assignments. If you have sat the Reg	ation	ams only. I of final exan	t is not to be used for instruc 1, you are not eligible for a d	tor-scheduled tests (including take home eferral.
ast Name		First Nat	me		U of C Student ID#
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		Primary	Plan		
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Faculty					
acculty his form may be used . Select course(i) you . Select the reason fo . Add information in . If you have support atton at the top of th . all 2018   Undergr.	l for multiple exams. 1 require a deferral 1 the deferral. If you need to defer 1 comments area if needed 1 ing documents for your request, s e page) aduato Programs   University o	multiple cour ubmit them to f Calgary	rses for diffe	rrent reason, rubmit a requ y office via email (email co	est for each reason of absence ntacts can be found at the blue "Info"
aculty Select course(s) you Select the rearon fo Add information in If you have support titon at the top of th all 2018   Undergr. Subject Catalog	d for multiple exams. s require a deferral r the deferral. If you need to defer comments area if needed sing documents for your request, s e page) adoato Programs   University of Description	multiple cour ubmit them to f Calgary Exam Date	nes for diffe your facult Start Time	rrent reason, rubmit a requ y office via email (email co End Time. Faculty	est for each reason of absence ntacts can be found at the blue "Info" Instructor
Acculty his form may be used Select course(s) you Select the reason fo Add information in If you have support and you have support all 2018   Undergr. Subject Catalog Z ANTH 309	I for multiple exams. r equire a deferral r the deferral. If you need to defer comments area if needed ling documents for your request, s e page) aduate Programs   University or <u>Oescription</u> Human Evolution	multiple cour ubmit them to f Calgary Exam Date 2018/12/10	nes for diffe your facult Start Time 12:00PM	rent reason, rubmit a requ y office via email (email co End Time Faculty 2.00PM Faculty of Arts	est for each reason of absence ntacts can be found at the blue "Info" instructor
his form may be use: . Select course(t) you . Select the reason fo . Add information in . If you have support utton at the top of th fall 2018   Undergo . Subject Catalog . ANTH 309 . ANTH 350	I for multiple exams. require a deferral r the deferral. If you need to defer comments area if needed ting documents for your request, s e page) aduate Programs J University o . Description Human Evolution Lab Practice Biological Anthro	multiple cour ubmit them to f Calgary Exam Date 2018/12/10 2018/12/11	nes for diffe your facult Start Time 12:00PM 8:30AM	rent reason, submit a requ y office via email (email co End Time Faculty 2:00PM Faculty of Arts 10:30AM Faculty of Arts	est for each reason of absence ntacts can be found at the blue "Info"

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.

ANTH         309         Human Evolution         2018/12/10         12.00PM         2.00PM Faculty of Arts           ANTH         350         Lab Practice Biological Antino         2018/12/11         8:30A         10:30AM Faculty of Arts           POLI         379         The Politics of Development         2018/12/11         12:00PM         2:00PM Faculty of Arts           SOCI         327         Intro to Criminal Justice         21:01/12/12         12:00PM         1:30PM Faculty of Arts           SOCI         353         Urban Sociology         2018/12/15         8:30AM         10:00AM Faculty of Arts	
ANTH         350         Lab Practice Biological Anthro         2018/12/11         8.30AM         10.30AM         Faculty of Arts           POLI         379         The Politics of Development         2018/12/11         12.00PM         2.00PM Faculty of Arts           SOCI         327         Intro to Criminal Justice         2018/12/12         12.00PM         1.30PM Faculty of Arts           SOCI         353         Urban Sociology         2018/12/15         8.30AM         10.00AM Faculty of Arts	
POL         379         The Politics of Development         2018/12/1         12.00PM         2.00PM Faculty of Arts           SOCI         327         Intro to Criminal Justice         2018/12/1         12.00PM         1.30PM Faculty of Arts           SOCI         353         Urban Sociology         2018/12/15         8.30AM         10.00AM Faculty of Arts	
SOCI         327         Intro to Criminal Justice         2018/12/12         12.00PM         1.30PM Faculty of Arts           SOCI         353         Urban Sociology         2018/12/15         8.30AM         10.00AM Faculty of Arts	
SOCI         353         Urban Sociology         2018/12/15         8:30AM         10:00AM         Faculty of Arts	
Reason for absence: (please select one) Description	
mments (maximum 200 characters):	



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Return to Search

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.

not visible to Student) - Optional t - Optional	
t - Optional	
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Final Exam Approval 🛛 🖊 🖊 🖊	
C_DFE_ID=000000005:Approved	
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is I J(	istory Final Exam Approval JC_DFE_ID=000000005:Approved Approval



SA – Exams and Exam Scheduling

#### **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.

ferrec	l Exam Red	quests		2 Total Approvals
Term	Course	Description	Name	Date Submitted
Fall 2018	POLI 379	The Politics of Development	N	26 Sep 2018 08:45 AM
Fall 2018	KNES 259	Human Anatomy & Physiology I	15	26 Sep 2018 08:14 AM

The Application for Deferred Final Examination displays including the Tracking Number (e.g. 000000018), 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.

Tracking No. 000000018			
Submitted on 29 Nov 2018 04:57 PM			Enrolment Services
		F	Phone: 403.210.7625
		Emai	l: examinfo@ucalgary.ca
Application for Deferred Final Examinat	ion	0	
This application is for requesting a deferral for Registrar-sched	uled final exams only.	. It is not to be used for instructor-scheduled te	ests (including take home
exams), term papers or assignments. If you have sat the Regist	rar-scheduled final ex	am, you are not eligible for a deferral.	
Last Name	First Name		U of C Student ID#
			1
Email Address	Pho	ne Number	
Faculty	Primary Plan		
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 m	ultiple courses for di	ifferent reason, submit a request for each re	ason of absence
3. Add information in comments area if needed			
4. If you have supporting documents for your request, sub- button at the top of the page)	mit them to your face	ulty office via email (email contacts can be f	ound at the blue "Info"
Fall 2018   Undergraduate Programs   University of C	Calgary		
Subject Catalog Description E	xam Date Start Tim	ne End Time Faculty	Instructor
ANTH 309 Human Evolution 2	018/12/10 12:00PI	M 2:00PM Faculty of Arts	
ANTH 350 Lab Practice Biological A thro 2	018/12/11 8:30AI	M 10:30AM Faculty of Arts	



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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.

	Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
	ANTH	309	Human Evolution	2018/12/10	12:00PN	2:00PM	Faculty of Arts	
	ANTH	350	Lab Practice Biological Anthro	2018/12/11	8:30AN	10:30AM	Faculty of Arts	
/	POLI	379	The Politics of Development	2018/12/11	12:00PN	2:00PM	Faculty of Arts	
	SOCI	327	Intro to Criminal Justice	2018/12/12	12:00PN	1:30PM	Faculty of Arts	
	SOCI	353	Urban Sociology	2018/12/15	8:30AN	10:00AM	Faculty of Arts	
~	Reas	on for ab	sence: (please select one) viction	-	Cli	scription ck Here		
mr	nents (n	naximun	a 200 characters):					
t								

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.

Approver Comment - Optional	Documents submitted do not support a deferral of final exam Have not received supporting document	
	Required to meet with an advisor	]



Deny

# Deferred Examination Approval Process

SA – Exams and Exam Scheduling

 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.

	M
Approve	r Comment - Optional   r comment as per the denial.  Approver must enter a comment when denying a DFE request
▼ Ap	Approve Deny proval History
	UC_DFE_ID=0000000018:Pending Faculty Approval  DFE Faculty Approver
his inform ne collecti	ation 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 on or use of this information, please contact the Registrar.

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





- SA Exams and Exam Scheduling
- 7. Once deny is clicked the approver has the option to confirm the request. Click the **Yes** button.



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

I confirm that the information I have provided in this request is true, complete and accurate. <u>University Calendar Academic Misconduct</u>
Approval Status Denied
Internal Comment (not visible to Student) - Optional
Approver Comment - Optional
Approver comment as per the denial.
Approval History
UC_DFE_ID=000000018:Denied
Faculty Approval  Denied  DFE Faculty Approver 18/09/26 - 1:49 PM
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.
Return to Search



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Faculty Center

# Deferred Examination Approval Process

SA – Exams and Exam Scheduling

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

Find an Existing Val	ue			$\sim$
Search Criteria				
Tracking No b	egins with 🗸			
cademic Institution b	egins with V	UCALG	Q	
Term	egins with 🗸			
Student ID b	egins with 🗸		Q .	
Last Name b	egins with 🗸			
First Name b	egins with 🗸			
Approval Status =	$\sim$	Denied	$\sim$	
Academic Group b	egins with 🗸		Q	
Submission Date =	$\checkmark$		31	
eason for absence b	egins with 🗸		Q	

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

					Search	Advanced Se Last Search Re
	Dashboard 🔻	All about me	My work	Academic	Around campus	My favorites
Announcements				٥. Q	uick Links	
and the second sec				Th	rive - Faculty Report Fo	orm
					culty Center	space)
			2	PS PS	Student Administratio	n
				My My	grades	
				Ter	aching schedule	



SA – Exams and Exam Scheduling

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

			Enrolment Services
			Phone: 403.210.7825
			Email: examinfo@ucalgary.ca
Application for Deferred Final Exa	amination 🚺		ľ
Chis application is for requesting a deferral for Regis exams), term papers or assignments. If you have sat	strar-scheduled final exam the Registrar-scheduled fi	s only. It is not to be used for instruinal exam, you are not eligible for a	ctor-scheduled tests (including take hom deferral.
nformation regarding deferred examinations, in	cluding the exam schedul	le, will be sent to your @ucalgary.	ca email address only. Please be sure y vi
are able to access your account. For help with you	ır UCalgary email accou	nt, please contact IT Services.	
Last Name	First Name		U of C Student ID#
Email Address		Phone Number	
		4	
Faculty	Primary Pla	an	
This form may be used for multiple exams.			
. Select course(s) you require a deferral			



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.

	Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
	ANTH	309	Human Evolution	2018/12/10	12:00PN	2:00PM	Faculty of Arts	
	ANTH	350	Lab Practice Biological Anthro	2018/12/11	8:30AN	10:30AM	Faculty of Arts	
1	POLI	379	The Politics of Development	2018/12/11	12:00PN	2:00PM	Faculty of Arts	
	SOCI	327	Intro to Criminal Justice	2018/12/12	12:00PN	1:30PM	Faculty of Arts	
	SOCI	353	Urban Sociology	2018/12/15	8:30AN	10:00AM	Faculty of Arts	
Reason for absence: (please select one)						escription)		
Religious Conviction						lick Here		
-	ments (	maximu	m 200 characters):					

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

✓ Io <u>Un</u>	onfirm that the information I have provided in this request is true, complete and accurate. iversity <u>Calendar — Academic Misconduct</u>
	Approval Status Denied
nternal C	omment (not visible to Student) - Optional
	Comment Ontinel
Approver (	comment as per the denial.
	aval History
+ Abbi	
Defe	rred Final Exam Approval
Г	UC DFF ID=000000018:Denied
	DFE Faculty Approver
	10/03/20 - 1.43 PM
his informat	ion 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 ab
e collection	or use of this information, please contact the Registrar.
Back	
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For the corresponding online learning, consult: <u>www.ucalgary.ca/registrar/training/student-administration</u> End of Procedure.