

Original Approval Date: September 3, 2024

Most Recent Approval: n/a

Amended: n/a

Parent Policy: [Academic Schedule Policy](#)

Exam Rescheduling Procedure

Office of Administrative Responsibility:	Registrar
Office of Accountability:	Provost and Vice-President (Academic)
Approving Authority:	General Faculties Council

Purpose

The Office of the Registrar recommends on the Academic Schedule to the General Faculties Council (“GFC”) Executive Committee who approves it. In order to ensure 63 teaching days and schedule final exams within the approved two-week examination period, the Office of the Registrar schedules three final exams per day in that period.

Pursuant to subsection 26(1)(e) of the *Post-secondary Learning Act*, General Faculties Council may make decisions as to the conduct of examinations. GFC has set out the following procedure to provide guidelines for students who are scheduled to write three or more final exams within four consecutive time slots, outlining how they can request to have one of these exams rescheduled to a different date and time.

The purpose of this procedure is to establish the eligibility criteria, application process, and guidelines for rescheduling a final exam when a student is scheduled to write three exams in four consecutive time slots.

Definitions

A definitions table as attached establishes the terms used in this policy document and any unique rules of interpretation that apply to this policy document.

Scope/Application

Compliance with this policy document extends to all academic, support and excluded staff, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories), undergraduate and graduate students and postdoctoral fellows.

Procedure

This procedure is applicable only to final examinations scheduled within the **term's** official final exam period (as defined in the **Academic Schedule**).

1. The University holds three final exams per day during the final exam period, including 8:30 a.m., 1:00 p.m., and 5:30 p.m. When a student is scheduled to write three (3) or more final examinations within four consecutive time slots, they are eligible to request rescheduling of one of the exams.
 - a. For example, a student is eligible if they are scheduled to write one exam at 8:30 a.m. and one exam at 5:30 p.m. on one day, and another exam at 8:30 a.m. the next day.
 - b. A student is not eligible if they are scheduled to write one exam at 8:30 a.m. and one exam at 5:30 p.m. on one day, and another exam at 1:00 p.m. the next day.
2. Efforts will be made to hold rescheduled exams no later than December 22 in the Fall Term and April 30 in the Winter Term. However, in some cases, exams may be rescheduled beyond the end of the Final Exam period. Reasons may include, but are not limited to: using a faculty's pre-established common deferred exam date for the purpose of rescheduled exams and constraints such as exam venue availability or instructor availability.
3. Students who are eligible to reschedule an exam may submit their application through Bear Tracks. Applications for rescheduling in the Fall Term must be received by mid-November, and by mid-March for the Winter Term (specific dates will be provided in the University's Academic Schedule). Opting to reschedule an exam is discretionary; students retain the option to write all three exams at their initially scheduled times.
4. The Office of the Registrar will review and approve or deny applications based on the student's final exam schedule.
5. Students may select which eligible exam they wish to reschedule and submit their request to the Office of the Registrar. The Office of the Registrar will select a new date, time, and venue for the rescheduled exam, and inform the instructor. If the instructor is unable to invigilate the exam during the new date/time, they may select a different day/time and inform the Office of the Registrar no later than two weeks before the final exam period begins. Rescheduled exam dates, times, and locations will be made available for students in Bear Tracks at least two weeks before the commencement of the official examination period.
6. If a student's rescheduled exams lead to another instance of three exams within four consecutive time slots, or an exam conflict, the Office of the Registrar and the instructor will work with the student to make alternate arrangements.

7. If a student has an approved exam accommodation, they must work with the Academic Success Centre to make arrangements for their rescheduled exam.
8. The course instructor is responsible for invigilating the rescheduled exam. Should the instructor be unable to perform this role, the respective teaching department or faculty will appoint an alternative invigilator. The invigilator's duties include providing the exam papers, overseeing the exam session, and collecting the completed papers at the end of the exam.
9. If a student misses their rescheduled final exam and is eligible for a deferred exam (see [Absence from Final Exams](#) in the *University Calendar*), they must follow all established policies and procedures related to exam deferrals. (See [Deferred Final Exams](#) in the *University Calendar*).

Definitions

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use.</i>	
Academic Schedule	The Academic Schedule is the listing of important dates and deadlines for the University of Alberta, and is published in the University Calendar each year.
Term	The Academic Year is divided into four (4) (Fall, Winter, Spring, Summer) terms for the purposes of registration and the scheduling of classes and examinations.

Related Policy Documents (UAPPOL)

- [Academic Schedule Policy](#)
- [Academic Schedule Procedure](#)

Related Links

- [Absence from Final Exams](#)
- [Deferred Final Exams](#)
- [University of Alberta Calendar](#)

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

For the most recent version of this document please visit <https://www.ualberta.ca/policies-procedures/index.html>