

The following Motions and Documents were considered by the GFC Committee of Learning Environment meeting on September 28, and by eVote on October 3, 2022:

Agenda Title: **Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar**

CARRIED MOTIONS:

THAT the GFC Committee on the Learning Environment rescind the recommendation to approve from December 2020 as set forth in attachment 1.

THAT the GFC Committee on the Learning Environment recommend that the General Faculties Council approve the proposed revisions to the procedures for Deferred Final Exams listed in the *University Calendar*, as set forth in the attached documents, for implementation in the 2023-2024 *University Calendar*.

FINAL Item 5.

**Governance Executive Summary
Action Item**

Agenda Title	Revisions to Examination Procedures and Deferred Exam Procedures in the 2023-2024 University Calendar
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Motion

<p>MOTION 1: THAT the GFC Committee on the Learning Environment rescind the recommendation to approve from December 2020 as set forth in attachment 1.</p> <p>MOTION 2: THAT the GFC Committee on the Learning Environment recommend that the General Faculties Council approve the proposed revisions to the Examination Procedures listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.</p> <p>MOTION 3: THAT the GFC Committee on the Learning Environment recommend that the General Faculties Council approve the proposed revisions to the procedures for Deferred Final Exams listed in the University Calendar, as set forth in the attached documents, for inclusion in the 2023-2024 University Calendar.</p>

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Norma Rodenburg, Acting Vice-Provost and University Registrar
Presenter(s)	Norma Rodenburg, Acting Vice-Provost and University Registrar

Details

Office of Administrative Responsibility	Office of the Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	This proposal is to get approval for revisions to the Examination procedures and Deferred Exam procedures sections on the University Calendar's Academic Regulations page.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p><u>Examination Procedures</u></p> <p>With the increase in online testing starting in Winter Term 2020, it was identified that the examination regulations in the Calendar were written specifically for in-person exams and required interpretation in order to be applied to the online exam environment.</p> <p>In December 2020, a proposal was recommended by CLE to GFC. However, given the evolving nature of the pandemic, decision-making was paused. The revised proposal includes additional changes to procedures for deferred final exams.</p> <p>Proposed clarifications include:</p> <ul style="list-style-type: none"> - Students who arrive late will not be permitted to write the exam and may apply for a deferred exam - Language around the requirement to remain in the exam environment for at least 30 minutes



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	<ul style="list-style-type: none"> - Additional examples of what it means to communicate during an exam - Clarification on what to do if a student requires a brief absence from an online exam - Language around what it means to be incapacitated during an exam - Language around cancellation of an exam after it has been written/submitted and the opportunity to apply for a reexamination <p><u>Deferred Exams</u></p> <p>The Exams and Timetabling Office at the Office of the Registrar has recently reviewed the Deferred Final Exams section of the Calendar based on feedback received from several faculty partners. In their review, they identified language that was unclear, resulting in confusion for some faculties/departments.</p> <p>The proposed changes are meant to clarify the language of the preexisting regulations around the scheduling of deferred exams. There is no proposed change to the regulation itself.</p>
Supplementary Notes and context	<p><i>As was discussed in the meeting, an additional edit was submitted by Acting Vice-Provost and University Registrar to change “may” to “will” in section 4 of page 2 of attachment 2.</i></p>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> ● Office of the Registrar <ul style="list-style-type: none"> ○ Deputy Registrar - Norma Rodenburg ○ University Calendar - Carlo Dimailig ○ Exams & Timetabling - Jesse Luyendyk
<p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> ● Program Support Team – Undergraduate and Non-Credit - June 2, 2022 ● Graduate Program Support Team - June 6, 2022 ● Director, Digital Learning Environments, Information Services and Technology
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> ●
<p>Approval Route (Governance) (including meeting dates)</p>	<p>CLE, September 28, 2022 (for discussion) CLE, eVote, October 3, (for recommendation) GFC, October 17, 2022 (for approval)</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>21. Objective: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and</p>
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FINAL Item No. 1

	<p>policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>I. Strategy: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p> <p>IV. Strategy: Facilitate easy access to and use of university services and systems, reduce duplication and complexity, and encourage cross-institutional administrative and operational collaboration.</p>			
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1" data-bbox="570 716 1544 930"> <tr> <td data-bbox="570 716 1089 930"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1089 716 1544 930"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<p><i>Post-Secondary Learning Act</i> GFC Committee on the Learning Environment Terms of Reference</p>			

Attachments (each to be numbered 1 - <>)

1. Final Motions December 2020 (pages 1-7)
2. Revised Calendar Change for Academic Regulations – Examinations (pages 1 – 3)
3. Calendar Change for Academic Regulations - Deferred Exams not written (pages 1 – 2)
4. Calendar Change for Academic Regulations – Deferred Exams

Prepared by:

Norma Rodenburg, Acting Vice-Provost and University Registrar, norma.rodenburg@ualberta.ca

Rebecca Liaw, University Calendar Editor, carlo@ualberta.ca



The following Motions and Documents were considered by the GFC Committee on the Learning Environment at its Wednesday, December 02, 2020 meeting:

Agenda Title: **Proposed Revisions to the Conduct of Examinations Section of the University Calendar**

CARRIED MOTION:

THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to the Conduct of Examinations Section of the University Calendar, as contained in Attachment 1, as amended, and to take effect upon final approval by GFC.

FINAL Item 4

Governance Executive Summary
Action Item

Agenda Title	Proposed Revisions to the Conduct of Examinations Section of the University Calendar
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Motion

THAT the GFC Committee on the Learning Environment recommend to the GFC Executive Committee proposed revisions to the Conduct of Examinations Section of the University Calendar, as contained in Attachment 1, as amended, and to take effect upon final approval by GFC.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Dr. Tammy Hopper, Vice-Provost (Programs)
Presenter(s)	Dr. Tammy Hopper, Vice-Provost (Programs) Carlo Dimailig, University Calendar Editor, Office of the Registrar

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (<i>please be specific</i>)	To revise the Conduct of Examinations section of the University Calendar.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p><u>Issue:</u></p> <p>The University Calendar sections related to Examinations is in need of revision to reflect our current context of remote delivery of courses and online assessment.</p> <p><u>Background:</u></p> <p>The University Calendar regulations establish standards for evaluation practice, including in a remote delivery context. In particular, they indicate:</p> <ul style="list-style-type: none"> • Academic standards for weighting of term work and final exams • Regulations for scheduling and conducting final exams <p><u>Considerations:</u></p> <p>The regulations are being revised to reflect the contemporary learning environment including remote delivery and an online assessment environment. Instructors and students need clarity around these regulations. Of particular importance is the section on <i>Conduct of Examinations</i>. This section currently reflects in person examination regulations only.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<p><u>Those actively participating:</u></p> <p>Vice-Provost (Learning Initiatives)</p> <p>Vice-Provost (Programs)</p> <p>Portfolio Initiatives Manager (Office of the Provost)</p> <p>Melissa Padfield (Vice-Provost and University Registrar)</p> <p>Mike McGregor (Vice-Provost, IST)</p>
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<p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p>Helen Vallianatos (Vice-Dean, Dean of Students Office) Kate Peters (GFC Secretary) Carlo Dimailig, University Calendar Editor, Office of the Registrar GFC CLE GFC Executive Committee GFC</p>
	<p><u>Those who have been consulted:</u> Faculty of Graduate Students and Research Students' Union Graduate Students' Association Public Health Response Team, Sub-Committee on Academic Impacts Program Support Team (PST) (Undergraduate and Graduate) Council on Student Affairs (COSA) GFC CLE GFC</p>
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC CLE, December 2, 2020 GFC Executive Committee, January 11, 2020 GFC, January 25, 2020</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>GOAL: EXCEL as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>Objective 14: Inspire, model, and support excellence in teaching and learning.</p> <p>GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>		
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td style="vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act (PSLA) GFC CLE Terms of Reference GFC Executive Committee Terms of Reference GFC Terms of Reference University Calendar UAPPOL Assessment and Grading Policy</p>		

Item No. 4

	UAPPOL Grading Procedure UAPPOL Consolidated Final Exams Procedure UAPPOL Duty to Accommodate Procedure
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Attachment:

1. Proposed Revisions to the Conduct of Examinations Section of the University Calendar

Prepared by: Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), apatrick@ualberta.ca; Carlo Dimailig, University Calendar Editor, Office of the Registrar, carlo@ualberta.ca

Academic Regulations

Examinations (Exams)

Term exam - any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

Final exam - summative examination administered to students in a course at the end of the term in which the course is offered.

Examinations - General

There is no requirement by General Faculties Council that the final examination be taken in order to obtain credit. Faculties are permitted to make their own regulations in this regard. Final examinations should only be used if they are necessary to evaluate the student's achievement of stated learning outcomes for the course. See the Assessment and Grading Policy for additional information on guiding principles for formative and summative assessments.

Conduct of Exams

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.

Enforcement of the regulations in the Conduct of Exams section are bound by the Discrimination Harassment and Duty to Accommodate Policy and associated procedures, and are subject to exceptions in cases of accommodation. -The Academic Success Centre is the office responsible for providing specialized support and accessibility services, and is guided by the mandate of the University of Alberta's Policy for Students with Disabilities.

In this section, "term exam" is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

- ~~4.—**Student Identification:** Students taking exams in person (i.e., physically in person on the University of Alberta campuses) and online (i.e., remotely via teleconference) writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable identification. Students who are unable to present valid identification at the time of the exam will not be permitted to take the exam. For physical in-person examinations, instructors are advised to circulate an attendance sheet and verify student ID numbers and signatures. present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.~~

~~1.—~~

- ~~1.—**Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.~~

2.

4. ~~Registration:~~ Students may not be present in an exam or write an exam in a course section in which they are not registered.

3.

2. ~~Arriving and Leaving:~~ Students must arrive at the specified time to take the exam. Once the exam has started, students must remain in the physical in-person or remote environment for at least 30 minutes. Students who arrive 30 or more minutes late for the scheduled start of the exam, whether physically in-person or remotely, will not be permitted to take the exam and may apply for a deferred examination. Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.

4.

3. ~~Communications:~~ During the exam, all communications should be addressed to the instructor or exam proctor. Students will not, under any circumstances, or by any means, communicate with other students in the exam environment, or share any part of the examination, leave their answers exposed to view, or in any way share with others any part of the examination. During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.

5.

— ~~Brief Absence from an Exam:~~ Students who need to use the washroom during a physical in-person exam must leave their exam materials in the custody of a supervisor and retrieve them upon their return. In a remote exam environment, the student must notify the instructor or proctor of the need to leave the exam and suspend work on the exam during that period. visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.

6.

4. ~~Cancellation of Paper During Exam:~~ If a student suddenly is unable to finish the exam due to unexpected medical or physical circumstance, or similarly disruptive event, the student must inform the instructor or proctor immediately, submit the unfinished exam, and request that the exam be cancelled. If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, the student should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled.

Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit What to do when you are sick (students) on the office of the Registrar website.

5. — For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see Absence from Final Exams for details.

6. — For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

7.

~~Requests to cancel and reschedule an exam that has already been written and submitted will not be considered. However, students may apply for a deferred examination under extenuating circumstances. A student who requests a deferred examination citing extenuating circumstances that are later determined to be false will be liable under the Code of Student Behaviour. Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to~~

~~support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.~~

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Calendar Change Proposal for the Examinations Section

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
<p>Academic Regulations ...</p> <p>Examinations</p> <p>Conduct of Exams</p> <p>Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.</p> <p>In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.</p> <ol style="list-style-type: none"> Student Identification: Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams. 	<p>Academic Regulations ...</p> <p>Examinations</p> <p>Conduct of Exams</p> <p>Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour. Amendments to the Code of Student Behaviour occur throughout the year. The official version of the Code of Student Behaviour, as amended from time to time is housed on the University Governance website.</p> <p>In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.</p> <ol style="list-style-type: none"> Student Identification: Students writing exams in person (i.e., physically in person on the University of Alberta campuses) and online (i.e., remotely via teleconference) are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

2. **Permitted References and Aids:** Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.
4. **Arriving and Leaving:** ~~Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.~~
5. **Communications:** During the exam, all communications ~~should~~ be addressed to ~~a~~ **supervisor**. Students ~~should~~ not, under any circumstances, speak to or communicate with other ~~candidates or~~ leave their answer papers exposed to view.
6. **Brief Absence from an Exam:** Students who need to ~~visit~~ the washroom during ~~an~~ exam must leave their ~~papers~~ in the custody of a supervisor and retrieve ~~it~~ upon return.
7. **Cancellation of Paper During Exam:** If a student ~~becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam,~~ the student ~~should report at once to the Supervisor, hand in the unfinished paper,~~ and request that ~~it~~ be cancelled.
Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration.

2. **Permitted References and Aids:** Only those items, **resources or websites** specifically authorized by the instructor may be brought into the exam facility **or used online**. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
3. **Registration:** Students may not be present in an exam or write an exam in a course section in which they are not registered.
4. **Arriving and Leaving:** Students must arrive at the specified time to take the exam. Once the exam has started, students must remain in the physical in-person or remote environment for at least 30 minutes. Students who arrive more than 30 minutes late for an in-person exam will not be permitted to take the exam. Students who arrive more than 30 minutes late for an online exam will have their exam attempt removed or disqualified by the instructor. In both cases students may apply for a deferred examination.
5. **Communications:** During the exam, all communications **must** be addressed to **the instructor or exam proctor**. Students **must** not, under any circumstances **(or by any means)**, speak to or communicate with others in the exam environment or external to the exam environment, leave their answers exposed to view, or in any way share with others any part of the examination.
6. **Brief Absence from an Exam:** Students who need to **use** the washroom during **a physical in-person** exam must leave their **exam materials** in the custody of a supervisor and retrieve **them** upon return. **In a remote exam environment, the student must notify the instructor or proctor of the need to leave the exam and suspend work on the exam during that period.**
7. **Cancellation of Paper During Exam:** If a student **suddenly is unable to finish the exam due to an unexpected medical or physical circumstance,** or receives word of domestic affliction during the course of an exam, the student **must inform the instructor or proctor immediately, submit** the unfinished **exam,** and

Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit [What to do when you are sick \(students\)](#) on the office of the Registrar website.

- a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see [Absence from Final Exams](#) for details.
- b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

~~Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.~~

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

request that **the exam** be cancelled. Students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. Medical notes cannot be required. In cases other than illness, adequate documentation must be provided. For more information, contact your faculty or visit [What to do when you are sick \(students\)](#) on the office of the Registrar website.

- a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see [Absence from Final Exams](#) for details.
- b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

Requests to cancel and reschedule an exam that has already been written and submitted will not be considered. However, students may apply for a reexamination. See [Reexaminations](#) for more information.

8. **End of Exam:** When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

Proposal prepared by: Rebecca Liaw (rbliaw@ualberta.ca), Jesse Luyendyk (jluyendy@ualberta.ca)

Calendar Change Proposal for Deferred Final Exams Not Written

Rationale: The current regulations for Deferred Exams Not Written only account for Fall/Winter term. This change will extend these regulations to also include Spring and Summer terms.

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
<p>Academic Regulations ...</p> <p>Deferred Final Exams ...</p> <p>4. Fall/Winter Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.</p> <p>Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.</p> <p>Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.</p>	<p>Academic Regulations ...</p> <p>Deferred Final Exams ...</p> <p>4. Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. For Fall or Winter Terms, the date scheduled must be no later than the end of July. For Spring or Summer Terms, the date scheduled must be no later than the end of November. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.</p> <p>Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.</p> <p>Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.</p>

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.

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Proposal prepared by: Carlo Dimailig (carlo@ualberta.ca) and Jesse Luyendyk (iluyendy@ualberta.ca)

Calendar Change Proposal for Deferred Final Exams Sections

Current	Proposed
https://calendar.ualberta.ca/content.php?catoid=36&navoid=11176	
<p>Academic Regulations ...</p> <p>Deferred Final Exams</p> <p>The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.</p> <ol style="list-style-type: none"> 1. Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required. <ol style="list-style-type: none"> a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions: <ol style="list-style-type: none"> i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to the end of Reading Week. ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19. iii. In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the 	<p>Academic Regulations ...</p> <p>Deferred Final Exams</p> <p>The following information is for students who have received approval for deferred final examination(s) in accordance with Absence from Final Exams.</p> <ol style="list-style-type: none"> 1. Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required. <ol style="list-style-type: none"> a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions: <ol style="list-style-type: none"> i. If the date and time of the deferred exam are included in the course outline, the exam may be scheduled at any time prior to the end of Reading Week. ii. If the date is not included in the course outline, the deferred exam may be scheduled prior to January 19 if all eligible students and the instructor agree to a date. iii. In the absence of either of these two arrangements, the instructor will choose a deferred exam date between January 19 and the end of Reading Week. The time and place of the exam must be

department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.

b. **Winter Term and Fall/Winter Deferred Final Exams:**

Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

- i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.

- ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.

- iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.

Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.

- 2. **Spring/Summer Deferred Final Exams:** The time and place of the deferred final exam will be determined by the instructor who will

submitted to the department office no later than January 12. Students must contact the department to obtain this information by January 15.

b. **Winter Term and Fall/Winter Deferred Final Exams:**

Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

- i. If the date and time of the deferred exam are included in the course outline, the exam may be scheduled at any time prior to June 29.

- ii. If the date is not included in the course outline, the deferred exam may be scheduled prior to May 18 if all eligible students and the instructor agree to a date.

- iii. In the absence of either of these two arrangements, the instructor will choose a deferred exam date between May 20 and June 30. The time and place of the exam must be submitted to the department office no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). Students must contact the department to obtain this information by May 15.

- 2. **Spring/Summer Deferred Final Exams:** The time and place of the deferred final exam will be determined by the instructor who will make this information available to all

make this information available to all students in the course.

The exam must be held within two weeks of the date of the final examination missed and not later than August 31. In the case of 13-week classes in Engineering programs, the exam must be scheduled by September 14 and held prior to October 21.

3. **Exams Scheduled at the Same Time:** If a student discovers that they have two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.
4. **Fall/Winter Deferred Exams Not Written:** Students who have applied for a deferred final exam in accordance with Absence from Final Exams, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

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