

Examination Accommodation Policy: Deferred and Supplemental Final Examinations

Academic Affairs

Responsibility: Associate Dean, Academic, College of Engineering
Authorization: Student Academic Affairs Committee, College of Engineering
Approval Date: **November 27, 2015**
Amended: -

Revisions

Effective date of this policy: **November 27, 2015**

Purpose

The purpose of the *Examination Accommodation Policy* is to prescribe college-level requirements for deferred and supplemental final examinations, as governed by the University of Saskatchewan's *Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning*.

Authority and Responsibility

Under the Bylaws of Faculty Council, the Student Academic Affairs Committee, as well as its associated subcommittees, is granted the authority to establish adequate and appropriate policies pertaining to academic matters, as well as to ensure that undergraduate students are treated fairly and in accordance with established policies within the College of Engineering.

The Student Academic Affairs Committee is responsible for the enforcement of the policies and procedures prescribed in the *Examination Accommodation Policy*. The Student Academic Affairs Committee, College of Engineering, delegates to the Associate Dean Academic authority to review and subsequently approve or deny a student's request to write a deferred or supplemental final examination. The Associate Dean Academic reserves the right to refer such applications to the same committee.

The Student Academic Affairs Committee is responsible for ensuring the *Examination Accommodation Policy* is reviewed and/or revised every three years. Any revisions are to be notated within the document (under the "Revisions" heading). Unless revised, the existing policy remains in effect.

Principles

The principles upon which applications for deferred and supplemental final examinations ("examination accommodation") are assessed will be:

Consistency and Fairness: It is the College's duty to assess all applications for examination accommodation in a fair and consistent manner that is compliant with both College of Engineering and University of Saskatchewan policies.

Reasonableness: It is the student's duty to demonstrate reasonable grounds in an application for examination accommodation.

Due Process: Decisions will be made on the basis of the student's application letter, prior history of applications, accompanying medical or other documentation, and feedback from the instructor.

Scope of this Policy

All undergraduate students registered in the College of Engineering within the University of Saskatchewan are subject to the provisions detailed in the *Examination Accommodation Policy*. This policy is in reference to final examinations only.

The *Examination Accommodation Policy* is governed by university-level regulations detailed in the *Academic Courses: Class Delivery, Examinations, and Assessment of Student Learning* policy. In the event an actual or perceived discrepancy occurs between university and college-level policies, procedures, or processes pertaining to examination accommodation as defined in this document, university-level provisions supersede and prevail.

Policy Overview

The *Examination Accommodation Policy* prescribes college-level regulations, processes, and appeals pertaining to requests for deferred and supplemental final examinations within the College of Engineering. The policy is structured as below:

- I. **Deferred Final Examinations**
 - i. Reasonable Grounds
 - ii. Process
 - iii. Special Deferred Final Examinations

- II. **Supplemental Final Examinations**
 - i. Conditions
 - ii. Process
 - iii. Special Supplemental Final Examinations

- III. **Student Appeals Pertaining to Examination Accommodations**

- IV. **Appendices**
 - A ***Application for a Deferred Final Examination Form***
 - B ***Application for a Supplemental Final Examination Form***

Policy

I. DEFERRED FINAL EXAMINATIONS

A student who is absent from a final examination through no fault of their own, for medical, compassionate or other valid reasons, may apply to the College of Engineering for a deferred final examination.

Aside from exceptional circumstances, students may not apply for a deferred final examination if they were present for 50% or more of the time allotted for their final examination.

i. Reasonable Grounds

Reasonable grounds for an application include:

- *Medical:* A College-Level Medical Certificate or other supporting documentation from the student's health care provider confirming a condition of an acute medical, psychological, counselling or like nature is required. In the event that the application is related to a chronic condition, the student must provide evidence of continued medical care. Unsubstantiated claims of illness will not be accepted.
- *Compassion:* A letter is required from the student detailing the extenuating circumstance(s) under which it is reasonable to apply for a deferred final examination. For example, the illness or death of a family member or similar extenuating circumstances may be considered reasonable in the application for a deferred final examination. Supporting documentation is required.

Students may experience events that are neither medical nor compassionate in nature, but may nonetheless be reasonable grounds upon which to apply for a deferred final examination. In this event, students are expected to provide a full and detailed account as to the basis and reasonableness of their application for a deferred final examination.

Falsifying information on an application for examination accommodation will be referred to the Academic Misconduct and Appeals Committee.

ii. Process

Applications for deferred final examinations must include (Appendix A):

- A letter under the student's signature outlining the reasons for the application
- A College-Level Application for a Deferred Final Examination Form
- If applying under medical reasons, a College-Level Medical Certificate
- If applying under compassionate grounds, supporting documentation
- Consultation with Instructor Form

Applications must be received within three business days of the missed final examination. Applications will be reviewed within five business days from the date of receipt, and the student shall be duly notified within that time period as to the status of their application.

The College of Engineering conforms to all examination dates and schedules set by the University of Saskatchewan Registrar. Students are expected to avoid making prior travel, employment, or other commitments for the entire examination period during which they expect to write.

iii. Special Deferred Final Examinations

A student who is absent from a deferred final examination through no fault of their own, for medical, compassionate or other valid reasons, may apply to the College of Engineering for a special deferred final examination.

With the exception of the examination period, the process for applying and the criteria for assessment are the same as for deferred final examinations.

Special deferred final examinations are not written during a specified examination period. Barring exceptional circumstances, special deferred final examinations are expected to be written within one month of the missed deferred final examination.

Special deferred final examinations are scheduled at a time and day that is mutually convenient for both instructor and student. The instructor is normally asked to invigilate the examination. In the event that the instructor is unable to invigilate the examination, alternate arrangements can be made with the Examinations Office or with the Engineering Student Centre.

The Engineering Student Centre will facilitate all logistics associated with scheduling special deferred final examinations.

II. SUPPLEMENTAL FINAL EXAMINATIONS

Any student who is otherwise eligible to graduate and who fails a class in their graduating year may apply for a supplemental final examination for that class, provided that a final examination was held in that class. Under exceptional circumstances, students who receive a Faculty Action in their graduating year may apply for a supplemental final examination, even if no class was failed.

Up to two supplemental final examinations may be granted to enable a student to complete the requirements for graduation, and they shall be accorded the same weight as the original final examination in the computation of the student's final grade.

i. Conditions

If the application for a supplemental final examination is subsequent to having failed a class, students must have received a final grade between 40% and 49% in the class for which a supplemental final examination is being requested.

If the application for a supplemental final examination is subsequent to having received a Faculty Action, students must have a sessional weighted average 58% or above in that year.

ii. Process

Applications for supplemental final examinations must include a College-Level Application for a Supplemental Final Examination Form (Appendix B). Students are encouraged to speak with their instructor(s) prior to submitting their application for a supplemental final examination.

Students may apply at the end of the final term of their graduation year. Applications must be received within three weeks of the end of the examination period.

Applications will be reviewed within five business days from the date of receipt, and the student shall be duly notified within that time period as to the status of their application.

The College of Engineering conforms to all examination dates and schedules set by the University of Saskatchewan Registrar. Students are expected to avoid making prior travel, employment, or other commitments for the entire examination period during which they expect to write.

iii. Special Supplemental Final Examinations

A student who is absent from a supplemental final examination through no fault of their own, for medical, compassionate or other valid reasons, may apply to the College of Engineering for a special supplemental final examination.

With the exception of the examination period, the process for applying and the criteria for assessment are the same as for supplemental final examinations.

Special supplemental final examinations are not written during a specified examination period. Barring exceptional circumstances, special supplemental final examinations are expected to be written within one month of the missed supplemental final examination.

Special supplemental final examinations are scheduled at a time and day that is mutually convenient for both instructor and student. The instructor is normally asked to invigilate the examination. In the event that the instructor is unable to invigilate the examination, alternate arrangements can be made with the Examinations Office or with the Engineering Student Centre.

The Engineering Student Centre will facilitate all logistics associated with scheduling special supplemental final examinations.

III. STUDENT APPEALS PERTAINING TO EXAMINATION ACCOMMODATION

Any student may appeal the denial of their application for examination accommodation, as defined in this document. Such an appeal can only be based upon bias, discrimination, or procedural error. It is the student's responsibility to submit such an appeal in writing, accompanied by supporting documentation, within ten business days of being notified of the denial.

An appeal of a decision made by the Associate Dean, Academic shall be referred to the Student Academic Affairs Committee. In this case, someone other than the Associate Dean, Academic will be appointed to chair the appeal hearing. An appeal of a decision made by the Student Academic Affairs Committee shall be referred to the Academic Misconduct and Appeals Committee. In either case, appeals will proceed at the discretion of the Dean, College of Engineering.

College-Level Process for a Deferred Final Examination

A student who is absent from a final examination through no fault of his or her own, for medical, compassionate, or other valid reasons, may apply to the College of Engineering for a deferred final examination. It is the student's responsibility to ensure the outlined processes are followed and that all documentation is received by the College of Engineering within three (3) business days of the missed final examination.

College-level applications for deferred final examinations will be reviewed by the Associate Dean, Academic. Decisions will be made on the basis of the student's letter, prior history of deferred final examination applications, accompanying documentation, and feedback from the instructor.

Student Name: _____ **Student Number:** _____

LIST THE CLASS(ES) INVOLVED IN THIS APPLICATION:

SUBJECT	COURSE NUMBER	SECTION NUMBER	TERM

Indicate the reason(s) for this application:

<input type="checkbox"/>	Medical reasons. A College-Level Medical Certificate or other supporting documentation from your health care provider confirming a condition of an acute or chronic medical, psychological, counselling, or like nature is required. Unsubstantiated claims of illness will not be accepted.
<input type="checkbox"/>	Compassionate grounds (e.g., illness or death of a family member or similar extenuating circumstances). Supporting documentation (e.g., funeral card, obituary, letter from a health care provider, etc.) is required.
<input type="checkbox"/>	Other. Please provide a detailed written explanation in your letter.

This form **MUST** be accompanied by:

<input type="checkbox"/>	A letter under your signature outlining the reasons for your application for a deferred final examination
<input type="checkbox"/>	A College-Level Application for a Deferred Final Examination Form
<input type="checkbox"/>	If applying under medical reasons, a College-Level Medical Certificate
<input type="checkbox"/>	If applying under compassionate grounds, supporting documentation
<input type="checkbox"/>	Consultation with Instructor Form

**Submit all required documents directly to the
Engineering Student Centre at 2A05, College of Engineering.
Incomplete applications will be rejected.**

College-Level Application for a Deferred Final Examination

This form must be delivered as soon as possible, but not later than three (3) business days from the date of the missed final examination. A separate College-Level Application for a Deferred Final Examination form must be completed for each class in which a deferred final examination is sought.

Deferred and supplemental final examination dates and schedules are set by the University of Saskatchewan Registrar. Students are expected to avoid making prior travel, employment, or other commitments for the entire examination period during which they expect to write.

Name:	Student Number:
Address:	NSID:
	Telephone:
	Alternative Email:

Class for which a deferred final examination is requested:

Subject and Course Number: _____

Instructor: _____

Date of Examination: _____

Are you registered through Disability Services for Students?

- Yes
- No

Did you sit in on the final examination or view the final examination?

- Yes
- No

Is this your first application for a deferred final examination while in the College of Engineering?

- Yes
- No

Supplementary Documentation Attached:	Type of Supplementary Documentation Attached:
<input type="checkbox"/> Yes	<input type="checkbox"/> Medical Documentation
<input type="checkbox"/> No	<input type="checkbox"/> Other

By signing the *College-Level Application for a Deferred Final Examination*, I hereby acknowledge that the information I have provided is accurate and true, and that all relevant and substantiating information pertaining to my application has been submitted with this document. I acknowledge that falsifying information in my application will result in a referral to the Academic Misconduct and Appeals Committee.

_____ Student Signature	_____ Date
-----------------------------------	----------------------

College of Engineering

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments _____ _____	_____ Authorizing Signature _____ Date
--	---------------------------------------	---

College-Level Medical Certificate

In the event a student is unable to write a final examination due to medical circumstances, students are required to seek medical attention immediately and ensure this form is completed by a qualified medical practitioner.

Student Name: _____

I am writing to certify that I have been in attendance to _____ *(above named student)*

on _____ *(date)* **and wish to confirm that:**

- In my professional opinion, the student is medically unable to write a final examination on _____ *(date)*.
- In my professional opinion, and due to medical circumstances, the student is medically unable to write examination(s) for an extended period of time. It is expected the student will be able to resume their studies as of _____ *(date)*.
- I do not have sufficient knowledge of the student's illness on the date of the examination, therefore, cannot certify the student is unable to write a final examination.

Additional Notes:

By completing the *College-Level Medical Certificate*, the medical practitioner acknowledges that this certificate will be submitted by the student as part of their application for a deferred final examination within the College of Engineering.

Signature of Medical Practitioner

Date

Printed Name

Medical Clinic Contact Information

Please use a stamp or voided clinic note if available.

Clinic Name:

Address:

College-Level Instructor Consultation for a Deferred Final Examination

Students apply to their home college for deferred final examinations, and all applications are reviewed by the College of Engineering Associate Dean, Academic.

This is to provide notice that the College of Engineering student listed below is applying for a deferred final examination in your class. If provided, the instructor's feedback will be taken into consideration in this student's application.

A College-Level Instructor Feedback for a Deferred Final Examination form is also available, and should be provided by the student. Should the student not provide the instructor with this form, it may be available by contacting engineering.studentcentre@usask.ca

Student Name: _____ **Student Number:** _____

A DEFERRED FINAL EXAMINATION IS REQUESTED FOR:

SUBJECT	COURSE NUMBER	SECTION	TERM

Instructors are encouraged, but not required, to provide feedback on the student's:

<input type="checkbox"/>	Attendance
<input type="checkbox"/>	Timeliness in completing assignments
<input type="checkbox"/>	Requests for extensions not related to accommodations under Disability Services for Students
<input type="checkbox"/>	Requests for changes in marks, distribution or marks, or final grade
<input type="checkbox"/>	Other feedback as appropriate

Feedback from the instructor may be submitted in confidence to the College of Engineering Associate Dean, Academic: enr.academicdean@usask.ca

INSTRUCTOR DECLARATION

By signing below, I confirm that the student indicated above has met with me regarding the intention to apply for a deferred final examination in my class. I have been informed of the mechanism to provide feedback regarding this application, but that it is not required for me to do so. Any information I provide to the College of Engineering regarding this student's application for a deferred final examination will be held in the strictest confidence, and will be used in ascertaining the student's eligibility to write a deferred final examination in my class.

Signature of Instructor

Date:

**STUDENTS: Submit the completed form directly to the
Engineering Student Centre at 2A05, College of Engineering**

College-Level Instructor Feedback for a Deferred Final Examination

Students apply to their home college for deferred final examinations, and all applications are reviewed by the College of Engineering Associate Dean, Academic.

If provided, the instructor's feedback will be used in reviewing a student's application(s) for deferred final examinations. Providing feedback is at the discretion of the instructor, and information provided to the College of Engineering regarding the student's application for a deferred final examination will be held in the strictest confidence. Feedback must be submitted within four (4) business days from the missed final examination.

Student Name: _____ **Student Number:** _____

A DEFERRED FINAL EXAMINATION IS REQUESTED FOR:

SUBJECT	COURSE NUMBER	SECTION NUMBER	TERM

Instructors are encouraged, but not required, to provide feedback on the student's:

	Poor	Satisfactory	Good	Excellent	Cannot Comment
Lecture attendance					
Laboratory attendance (if applicable)					
Assignments – timeliness					
Assignments – rate of completion					

Was this student present for the midterm(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Cannot Comment
Do you support this application for a deferred final examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Opinion

Other Comments:

Feedback from the instructor may be submitted in confidence to the College of Engineering Associate Dean, Academic: enr.academicdean@usask.ca.

Signature of Instructor

Date:

INSTRUCTORS: Submit the completed form directly to the Engineering Student Centre at 2A05, College of Engineering or email to enr.academicdean@usask.ca

College-Level Application for a Supplemental Final Examination

Any student who is otherwise eligible to graduate and who fails a class in their graduating year may apply for a supplemental final examination for that class, provided that a final examination was held in that class. Under exceptional circumstances, students who receive a Faculty Action in their graduating year may apply for a supplemental final examination, even if no class was failed.

Up to two supplemental final examinations may be granted to enable a student to complete the requirements for graduation. The following conditions apply:

1. *If the application is subsequent to having a failed class, students must have received a final grade between 40% and 49% in the class for which a supplemental final examination is being requested.*
2. *If the application is subsequent to having received a Faculty Action, students must have a sessional weighted average (September – April) of 58% or greater in that year.*

Deferred and supplemental final examination dates and schedules are set by the University of Saskatchewan Registrar. Students are expected to avoid making prior travel, employment, or other commitments for the entire examination period during which they expect to write.

Name:	Student Number:
Address:	NSID:
	Telephone:
	Alternative Email:

Class for which a supplemental final examination is requested:

Subject and Course Number: _____

Year and Term of Course: _____

Instructor: _____

By signing the *College-Level Application for a Supplemental Final Examination*, I hereby acknowledge that the information I have provided is accurate and true, and that all relevant and substantiating information pertaining to my application has been submitted with this document.

_____ Student Signature	_____ Date
-----------------------------------	----------------------

College of Engineering

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments 	_____ Authorizing Signature _____ Date
--	-----------------------------	---

**STUDENTS: Submit the completed form directly to the
 Engineering Student Centre at 2A05, College of Engineering**