



Deferred and Supplemental Examination Policy

RESPONSIBILITY: Associate Dean, Academic
AUTHORIZATION: Student Academic Affairs Committee
APPROVAL DATE: November 27, 2015
REVISIONS: May 14, 2021

Purpose:

The purpose of this 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](#).

Principles:

Students will be examined and assessed, during the term or during the final examination, on knowledge and skills taught either directly or indirectly (such as through class readings or assignments) on class materials covered during class lectures.

The applications for deferred and supplemental final examinations will be assessed for reasonableness. It is the student's duty to demonstrate reasonable grounds in an application for deferred/supplemental examination accommodation.

A decision 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. It is the College's duty to assess all applications for deferred/supplemental examination accommodation in a fair and consistent manner that is compliant with both College of Engineering and University of Saskatchewan policies.

Students granted a deferred, special deferred, or supplemental examination will be assessed the approved fee for such an examination.

Scope:

All undergraduate students registered in the College of Engineering within the University of Saskatchewan are subject to the provisions detailed in this policy.

This policy is in reference to final examinations only.



The Deferred and Supplemental Examination 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 deferred/supplemental examination accommodation as defined in this document, University-level provisions will prevail.

Policy:

The Deferred and Supplemental Examination Policy prescribes college-level regulations and processes pertaining to requests for deferred and supplemental final examinations within the College of Engineering.

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 approved examination period.

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.

Reasonable grounds for an application include:

1. *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.
2. *Compassionate*: A letter from the student detailing the extenuating circumstance(s) is required. 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 when available.
3. *Other*: Students may experience events that are neither medical nor compassionate in nature, but may nonetheless be reasonable grounds for a deferred final examination application. 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 deferred (or supplemental) examination accommodation will be treated as academic misconduct and referred to the Academic Misconduct and Appeals Committee.

An application for a deferred final examination must include:

1. A letter, including the student's signature, which outlines the reasons for the application
2. A College of Engineering Application for a Deferred Final Examination
3. Instructor Consultation form
4. Supporting Documentation:
 - a. If applying under medical grounds, a College-level Medical Certificate form
 - b. If applying under compassionate grounds, supporting documentation when available
 - c. If applying under any other grounds, full and detailed account of the event(s) which lead to absence from the final examination.

Applications must be submitted within three business days of the missed final examination.

Applications will be reviewed within five business days from the date of receipt by the Associate Dean, Academic, or in more complex cases, referred to the Student Academic Affairs Committee. The student shall be duly notified within that time period as to the status of their application.

II. Supplemental Examination

a. Graduating Year

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.

If the application for a supplemental final examination is subsequent to having failed a class, students must have received a final grade of 40.0% or better in the class for which a supplemental final examination is being requested.

Under exceptional circumstances, students who receive an academic action in their graduating year may apply for a supplemental final examination, even if no class was failed. If the application for a supplemental final examination is subsequent to having received an academic action, students must have a sessional weighted average of 58% or above in that year.

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

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.



An application for a supplemental final examination must include:

1. A CoE Application for a Supplemental Final Examination.

Applications will be reviewed within five business days from the date of receipt. The student shall be duly notified within that time period as to the status of their application. The decision will be made by Associate Dean, Academic, or in more complex cases, referred to the Student Academic Affairs Committee.

b. Students in Other than the Graduating Year: Exceptional Circumstances

Requests for supplemental examinations from students in years other than the graduating year will not be considered except under exceptional circumstances. In this context, exceptional circumstances may be taken to include, but are not limited to, the following:

1. Students taking first year courses who have failed a final examination in a course for which multiple attempts at that examination are not otherwise available;
2. Students who performed at a level below expectations on a final examination based on their previous academic record for documented medical, compassionate or other detrimental circumstances; or
3. Students for which failure of a specific course will result in an unreasonable delay in the completion of their program.

Supplementation examinations will not be granted in cases where a failing grade was assigned as a penalty for an academic offence, or in cases where the subsequent availability of the course or an appropriate substitute allows student to continue in their studies without an unreasonable delay in program completion.

Factors to be taken into consideration for granting a supplemental examination include, but are not limited to:

1. The grades obtained by the student in other completed work for the course (e.g. marks obtained in the remaining course work result in a grade in excess of 50%, but the student must write and/or pass the final examination in order to pass the class);
2. The weighting of the final examination in determining the final grade (i.e., the weighting of the final examination must be such that the student has a reasonable chance of passing the course based on an achievable performance level on the final examination);
3. The course schedule of the student in subsequent academic sessions (e.g. the course in question is a prerequisite for others that would have a substantial impact on scheduling in subsequent years); and
4. The student is in good academic standing as defined in the *Academic Promotion and Standards Policy* (i.e. the student is not currently subject to any academic action).

Students will be limited to one supplemental final examination under the exceptional circumstances category in a given academic term, and a maximum of two over the course of their



program. It is expected that, whenever possible, students will instead apply for deferred final examinations when experiencing medical, compassionate or other detrimental circumstances.

Applications must be received within three weeks of the end of the examination period.

An application for supplemental final examination under the exceptional circumstances category must include:

1. A CoE Application for a Supplemental Final Examination
2. An Instructor Consultation for a Supplemental Final Examination form
3. Supporting Documentation (when applicable):
 - a. If applying under medical grounds, a College-level Medical Certificate form
 - b. If applying under compassionate grounds, supporting documentation when available
 - c. If applying under any other grounds, full and detailed account of the event(s) which lead to poor performance on the final examination.

Applications will be reviewed within five business days from the date of receipt. The student shall be duly notified within that time period as to the status of their application. The decision will be made by the Associate Dean, Academic, or in more complex cases, referred to the Student Academic Affairs Committee.

III. Special Deferred/Supplemental Final Examination

A student who is absent from a deferred/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 deferred/supplemental final examination.

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

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

Special deferred/supplemental final examinations are scheduled at a time and day that is mutually convenient for both the instructor and the student. The course 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 Registrar's Office or with the Engineering Student Centre.

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



IV. Student Appeals Pertaining to Deferred/Supplemental Examination Accommodation

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

An appeal of a decision on deferred/supplemental examination accommodation shall be referred at the discretion of the Dean (or designate) to the Academic Misconduct and Appeal Committee.

Related Documents:

CoE Application for a Deferred Final Examination

Instructor Consultation for a Deferred Final Examination

Instructor Feedback for a Deferred Final Examination

CoE Application for a Supplemental Final Examination

Instructor Consultation for a Supplemental Final Examination

College Level Medical Certificate