

Eligibility

Students who are unable to comply with the established dates and times for final exams can apply for exam deferral. Valid reasons for deferral include:

- Bereavement
- Personal illness or injury
- Religious observances
- Domestic affliction
- Disability
- Final Exams scheduled concurrently

Documentation (medical certificate, death certificate, accident report, etc.) will be required to support a deferral request.

All medical documentation must be provided to Health Services (Health.Services@keyano.ca) for verification.

All disability related documentation related to this deferred exam request to Accessibility Services (Accessibility.Services@keyano.ca) for verification.

Application Timeline

Application for deferral must be made prior to the examination or 48 hours after the formal scheduled time.

Students must complete the Deferred Examination Application Form for deferred final examination. In the event the student is unable to complete the form within 48 hours, the Chair will be notified by the student and the form will be completed by the student within one week of the scheduled examination change.

Process

1. The Deferred Examination Application form will be initiated by the student and emailed to the instructor (using the student's Keyanomail account).
2. The instructor, upon completion of their portion, regardless of whether the deferral is recommended at their level, will forward the form to the Chair.
3. The Chair, regardless of whether the deferral is recommended at their level, will forward the form to the Office of the Registrar (Registrar@keyano.ca).
4. If the application is denied, the student and instructor will be notified by the Office of the Registrar via email indicating the reason for denial to the student.
5. If the application is approved, the student, instructor and Testing Services will be notified via email by the Office of the Registrar.
6. The student must schedule the exam with [Testing Services](#).
7. The student will receive a grade of DE (deferred exam) until revised grades are received.
8. The instructor will prepare the exam, deliver it to Testing Services, and mark the exam.

Exam Timeline

The deferred exam must be written within 20 business days of the original examination date for the course, unless otherwise indicated.

A deferred exam may be written prior to the scheduled exam if mutually agreed upon.

Deferred exams may be written at the same time as supplemental exams.

After the Exam

- The instructor will complete a Grade Change/Grade Submission form and submit it to the Chair for approval.
- The Chair will then submit the Grade Change/Grade Submission form to the Office of the Registrar.
- The Office of the Registrar will change the grade in the student's record.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.



DEFERRED EXAMINATION APPLICATION

Does not apply to non-credit students.

Email completed form to: Registrar@keyano.ca

Student Information

LAST NAME		FIRST NAME		STUDENT ID	
ADDRESS		CITY	PROVINCE	POSTAL CODE	PHONE #
COURSE CODE & #	COURSE NAME			INSTRUCTOR	

- Application for deferral must be made prior to the final exam or within 48 hours of the formal scheduled time.
- Deferred exams must be written within 20 business days of the original examination date for the course.

REASON FOR REQUEST

☐ Bereavement (attach supporting documentation)	☐ Personal Illness or Injury (documentation to Health Services)	☐ Religious Observances (attach supporting documentation)	☐ Concurrent Final Exams (attach supporting documentation)	☐ Domestic Affliction (attach supporting documentation)	☐ Disability (documentation to Accessibility Services)
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Student Agreement

I agree and accept the date, time, and location of the examination (Pending Registrar's decision).

SIGNATURE	DATE
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*Signature is not required if submitting this form and supporting documentation via your keyanomail account.

Instructor's Recommendations

☐ Recommended (fill out below) ☐ Not Recommended (fill out below)

REASONS		
ANTICIPATED DATE	ANTICIPATED TIME	LOCATION
PRINT NAME	SIGNATURE	DATE

Chair's Recommendations

☐ Recommended (fill out below) ☐ Not Recommended (fill out below)

REASONS		
PRINT NAME	SIGNATURE	DATE

Office of the Registrar's Decision

☐ Granted	STUDENT, INSTRUCTOR, & CHAIR NOTIFIED OF REGISTRAR'S DECISION VIA EMAIL ☐ Yes ☐ No	DATE
☐ Not Granted		
REASONS		
SIGNATURE	DATE	

If approved, Instructor will release exam as per date and location outlined above.

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