

DEFERRING A FINAL EXAM

Department of Ocean Sciences

What are the rules for deferring a final exam?

The regulations for deferring a final exam are published in the University Calendar: [Exemptions From Final Examinations and Procedures for Applying to Write Deferred Examinations](#). Please consult them for general procedures and important deadlines.

How do I apply to write a deferred final exam?

You must complete an application for a deferred examination, which can be obtained from the Department's Main Office (contact dinkpen@mun.ca) or website ([click here](#)). You will be required to provide supporting documents (see examples below) to verify your request, along with the application form; please send the application package to oceanundergrad@mun.ca

- For anything health related, you will need to submit a Student Health Certificate (<https://www.mun.ca/regoff/media/production/memorial/administrative/office-of-the-registrar/files/forms/Student-Health-Certificate.pdf>).
 - In the case of sudden illness, you must demonstrate that you were treated on the day of the examination for the illness that caused you to miss the exam. Your medical history is not required, BUT the justification must be sufficiently informative to support your request. "Student X was sick. Please excuse him/her from his/her exam" will NOT be sufficient.
 - In the case of ongoing illness, the certificate must clearly indicate that you have been under medical care continuously, for a period covering the date of the exam.
- In the case of bereavement, an obituary notice from the newspaper or some other statement showing your relationship to a deceased family member should be provided.

If you have three exams which from the start of the first to the end of the third is 24 hours or less, University regulations allow you to defer the middle exam. For requests to defer the middle exam of three in 24 hrs, you must provide a copy of your personal exam schedule which you can prepare using StudentWeb.

When will the deferred final exam be held?

Deferred exams are usually scheduled before or during the first week of classes of the following semester.

Deferred exams for FALL semester courses are typically scheduled during the first week of classes in the Winter semester. NOTE that some instructors may schedule their exams before the start of classes and you may have to return to St. Johns early to write the exam.

Deferred exams for WINTER semester courses are typically held in the last week of April or first week of May and nearly always before the start of spring semester classes.

Is the format of a deferred exam the same as the original exam?

Deferred exams will be similar in length and in difficulty to the original exams. However, the format and content will not necessarily be the same as that of the original exam. You will need to check with your course instructor to determine the format of a particular exam.



Newfoundland & Labrador, Canada

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University Regulations (2022/2023)

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6.8 Final Examinations

6.8.1 Scheduling of Final Examinations

- Final examinations, if any, whether of the normal two-hour duration or longer, shall be held in each course at the end of the semester or session during which it was given in accordance with the schedule of examinations published by the Office of the Registrar. The application of this clause to the Bachelor of Education (Intermediate/Secondary) and all degree programs offered by the School of Human Kinetics and Recreation is subject to interpretation by the appropriate committee on undergraduate studies.
- Normally, course sections offered during the day will have their final examinations, if any, scheduled in the day, and course sections offered in the evening will have their final examinations, if any, scheduled in the evening. When a student is unable, for good reason, to write a final examination scheduled outside the provisions of this clause, the student will be entitled to write a deferred examination. For further information refer to **Exemptions From Final Examinations and Procedures for Applying to Write Deferred Final Examinations**.
- When an academic unit determines that there will be a common final examination for day and evening sections of a course, students must be so informed in the course syllabus.
- Where possible, academic units should inform the Office of the Registrar when they submit their class schedules if it is anticipated that a common final examination will be required for day and evening sections of a course, so that this information can be publicized in the class schedule for the appropriate semester or session. Academic units should indicate whether the examination is to be held during the day or the evening.

6.8.2 Exemptions From Final Examinations and Procedures for Applying to Write Deferred Final Examinations

- A student who is prevented from writing a final examination by acceptable cause may apply, with supporting documents, to have the course graded based on the work completed or have the final examination deferred.
- For a student who is prevented from writing a final examination as described under **Scheduling of Final Examinations**, the application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
- A student who is scheduled to write three final examinations which begin and end within a twenty-four-hour period may request to write a deferred examination. Normally, only the second examination in the twenty-four-hour period may be deferred. The application to defer this examination should be made in writing to the head of the appropriate academic unit (or delegate). It should be submitted as soon as possible after the release of the final examination schedule, and in any case no later than two weeks before the end of the semester or session.
- For a student who is prevented from writing a final examination by illness, bereavement or other acceptable cause, duly authenticated in writing, the application to defer this examination should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course

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instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The following supporting documentation is required:

- For illness or medical conditions, medical documentation from a health professional is required. This should normally be in the form of the Student Health Certificate, available at www.mun.ca/regoff/forms.php.
 - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.
5. The decision regarding the request of the student to have a course graded based on the work completed or have the final examination deferred, including information on the appeals route open to the student in the case of a negative decision, must be communicated in writing by the head of the appropriate academic unit (or delegate) to the student and to the Registrar within seven calendar days of the receipt of the student's complete application. For further information refer to **Appeal of Decisions**.
6. In those cases where the academic unit accepts the extenuating circumstances the student may be permitted to write a deferred examination or, with the consent of both the academic unit and the student, the grade submitted may be based on term the work completed alone. An interim grade of ABS will be assigned by the academic unit in the case of a student granted a deferred examination. This grade will be replaced by the final grade which must be received by the Registrar within seven calendar days following the start of classes in the next semester or session.
7. A student who is prevented from writing a deferred final examination by illness, bereavement, or other acceptable cause, duly authenticated in writing, may apply, with supporting documents, to have the deferred final examination further deferred. This application should be made via telephone or in writing through the student's University approved e-mail account to the head of the appropriate academic unit (or delegate) and the course instructor. This application should be made in advance of the examination wherever possible, but no later than 48 hours after the original date of the examination. If application is made by telephone, written confirmation must then be received by the head of the appropriate academic unit (or delegate) within seven calendar days of the original date of the examination. The examination will be postponed to a time not later than the last date for examinations in the semester following that in which the student was enrolled in the course. The following supporting documentation is required:
- For illness or medical conditions, medical documentation from a health professional is required. This should normally be in the form of the Student Health Certificate, available at www.mun.ca/regoff/forms.php.
 - For bereavement or other acceptable cause, official documents or letters that support the reason for the request (e.g. death certificate, letter from employer, etc.) are required.

6.8.3 Access to Final Examination Scripts

1. A student has a right to see the final examination script. However, the script is the property of the University and the University retains full possession and control of the script at all times. This regulation upholds the authority and judgement of the examiner in evaluation.
2. To access a final examination script, a student must make a written request to the head of the academic unit in which a course is offered. This request is subject to the following conditions:
 - Any such request must be made following release of examination results for the semester or session in which the course was taken and within one month of the official release of grades by the University.
 - The final examination script must be viewed in the presence of the



2022/2023 Calendar PDF Files

Other Links

- [University Diary \(2022-2023\)](#)
- [Significant Dates \(2023-2024\)](#)
- [Fees and Charges Website](#)
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course instructor or other person delegated by the head of the academic unit. Both the instructor and the student have the right to be accompanied by a registered student or a member of the faculty or staff of the University.

- The final examination script must not be taken away or tampered with in any way.
3. All final examination scripts shall be retained by the academic unit for a minimum of one academic year.

6.8.4 Rereading of Final Examination Scripts

1. A student may apply to have a final examination script reread whether or not the student has obtained a passing grade in that course.
2. A student is encouraged to request to access the final examination script prior to submitting a request to have the final examination reread. For further information refer to **Access to Final Examination Scripts**.
3. A student who wishes to have a final examination script reread must make application in writing to the Office of the Registrar within one month of the official release of grades by the University. When a rereading is requested, the University will make every reasonable attempt to have the rereading conducted by a faculty member(s) other than the original marker(s). Students are advised to refer to relevant academic units for policies and procedures governing rereads of examinations.
4. An appropriate fee per course must be paid at the time of application. For further information refer to the Financial and Administrative Services website at www.mun.ca/finance/fees/. If the final letter grade in the course is raised after rereading or if the final numeric grade increases by at least 5%, then the fee is refunded. If the final letter grade in the course is unchanged or lowered, and if the final numeric grade increases by less than 5% or is unchanged or lowered, then the fee is forfeited.



FACULTY OF SCIENCE

Access to Information and Protection of Privacy - The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used for the purpose of processing your application for a deferred examination(s) and for administrative purposes. If you have any questions about the collection and use of this information contact your department.

Application for Deferred Exam

1. This form is for the purpose of requesting permission to have a final examination deferred.
2. Fill out and submit one form for each department for which you are requesting deferred exam(s).
3. You should retain a copy of this form for your records.
4. Refer to University Regulations on [Exemptions from Final Examinations and Procedures for Applying to Write Deferred Final Examinations](#), for information regarding necessary supporting documents. Note that an application is not considered complete until the supporting documents have been received by the academic department(s) for which the request is being made.
5. If you have not heard back from the department within one week of submission, it is your responsibility to contact the department.

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Student Number

Last Name

First Name

@mun.ca

@mun e-mail where the department(s) can contact you regarding the results of this application

<input type="checkbox"/>	Fall 20	_____
<input type="checkbox"/>	Winter 20	_____
<input type="checkbox"/>	Spring 20	_____

Subject	Number	Section	Name of Instructor (Please Print)	Date and time of exam (Please print)

Reason for request: Medical _____ Bereavement _____ Three exams in 24 hours _____
 Other reason _____

Nature of request:

- Deferred exam
- Deferred exam written at Blundon Centre (students registered with Blundon Centre only)
- Deferred exam written online (students originally scheduled to write online)

FOR OFFICE USE ONLY	
Date received	
Date supporting documents received	
Approved	Yes _____ No _____
Signature of Head or Delegate	