



# Applying for a deferred exam due to new or updated exam adjustments

If exam adjustments are made after the university administrative deadline, they cannot be applied to final exams in the current session. However, your Disability Advisor can assist you to request a deferred exam, during which your exam adjustments will be implemented. Refer to <a href="Important Deadlines">Important Deadlines</a> for university exam administrative deadlines.

Use the <u>Deferred Exam Application form</u> to request a deferred exam.

Follow the steps below to complete the form if you have new or updated exam adjustments.

#### Step 1

The first page of the form will ask you four questions:

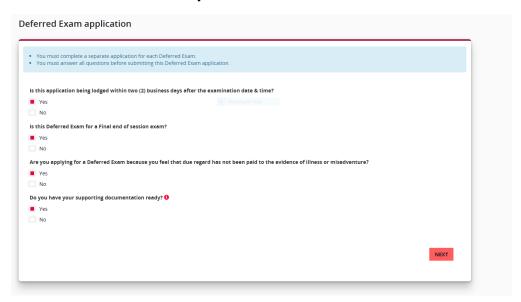
"Is this application being lodged within two (2) business days after the examination date & time?"

"Is this Deferred Exam for a Final end of session exam?"

"Are you applying for a Deferred Exam because you feel that due regard has not been paid to the evidence of illness or misadventure?"

"Do you have your supporting documentation ready?"

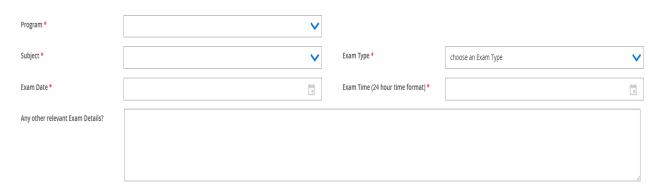
#### Select "Yes" to all four questions



### Step 2

Your Student ID, Name and Phone number will pre-populate

Complete all sections with an asterisk (\*): Program, Subject, Exam Date, Exam Type, Exam time.



## Step 3

When asked "Reason"

#### Select "Medical Condition or Event"

When asked "Do you have an Academic Reasonable Adjustment Plan approved by the Disability Unit?"



#### Step 4

When asked to select a Document

#### **Select "Other Supporting Document"**

When asked to add the description of your document

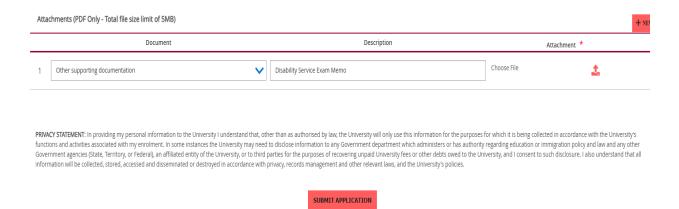
#### Type "Disability Service Exam Memo"

When asked for the attachment

# Attach the Exam memo provided by the Disability Service and your ARAP

Your application is now complete

**Select "Submit Application"** 



# Step 5

After your submission is complete, please monitor your email for updates from the examinations team.