

## Items to Consider when Deferring Exams

At Western, we respect the duty to accommodate individuals or groups protected under the Ontario Human Rights Code. As such, the University recognizes that in some cases deferring exams may be a helpful form of academic accommodation. However, deferring a mid-term or final exam is a very serious matter and students need to consider the drawbacks before deciding whether to defer. It's not always in a student's best interest to have an exam deferred.

Exam periods are published in the University Calendar before classes start and mid-term exam dates are provided on course outlines received during the first class. Administrators assume you have been preparing for your exams for the duration of the course, so missing one day of studying because you weren't feeling well doesn't mean you won't be sufficiently prepared to write.

Here are some things to think about when considering whether you should defer an exam:

### **If you write the exam, that will be your one attempt.**

The University and affiliates don't normally grant re-writes.

### **If you feel well enough to sit the entire exam.**

If you choose to write the exam on the scheduled day, but become ill in the middle of the exam, you must report it to the proctor, leave and seek medical attention. You will need to get a Student Medical Certificate signed by a physician. You then need to submit the certificate to your home faculty's academic counseling department who will let you know whether or not you will be permitted to re-schedule the exam. Keep in mind that you may not be permitted to re-write because you will have already seen the exam and the type of questions being asked.

### **How ready you are now vs. how ready you will be later.**

The course material is freshest in your mind after a term of classes. Even if you have more time to study your notes by deferring your exam, the details will fade as time passes. Exhausting as exam preparation may be, writing your exams when scheduled is probably the best way to get good results, unless you are extremely ill or incapacitated.

### **If the exam result affects your course or degree timeline.**

Will this delayed exam result affect future course registration or graduation timelines? Are you prepared in case the missed term test reflects in a higher weighted final or if the exam format changes?

## Who to talk to when you need to defer an exam

If you need to postpone an exam for medical or compassionate reasons, you need to speak to your faculty academic counselor as soon as possible. The academic counselor will require documentation supporting your request for a deferral. If you are ill, this will be in the form of a Student Medical Certificate

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

Students who will require accommodation throughout their time at Western should visit Services for Students with Disabilities on main campus (main campus, Huron and Brescia students) or at King's.

Provided below are links to the faculty web sites that provide specific instruction on what to do if you need to defer an exam or seek accommodation for an assignment.

Arts & Humanities:

[https://www.uwo.ca/arts/counselling/procedures/medical\\_accommodation.html](https://www.uwo.ca/arts/counselling/procedures/medical_accommodation.html)

Engineering:

<https://www.eng.uwo.ca/undergraduate/academic-support-and-accommodations/midterms-tests-assignments-exams.html>

Health Studies: [https://www.uwo.ca/fhs/shs/academic\\_counselling/consideration/index.html](https://www.uwo.ca/fhs/shs/academic_counselling/consideration/index.html)

Faculty of Information and Media Studies:

[https://www.fims.uwo.ca/current\\_students/undergraduate\\_students/undergrad\\_contacts.html](https://www.fims.uwo.ca/current_students/undergraduate_students/undergrad_contacts.html)

Music: <https://music.uwo.ca/current-students/undergraduate/acad-counselling.html>

Science: <https://www.uwo.ca/sci/counselling/>

Social Science: [https://counselling.ssc.uwo.ca/procedures/academic\\_Accomm\\_Absence.html](https://counselling.ssc.uwo.ca/procedures/academic_Accomm_Absence.html)

Brescia University College:

[https://www.brescia.uwo.ca/enrolment\\_services/academic\\_advising/academic\\_relief.php](https://www.brescia.uwo.ca/enrolment_services/academic_advising/academic_relief.php)

Huron University College: <https://huronatwestern.ca/student-life/student-services/academic-advising/academic-accommodation/>

King's University College: <https://www.kings.uwo.ca/current-students/courses-enrolment/exams-and-tests/academic-consideration-requests/>