

KINESIOLOGY DEPARTMENT PROCEDURE #2

Exam Deferral

KIN procedures are bound by the University of the Fraser Valley policies listed at:
<http://www.ufv.ca/secretariat/policies/>

Guiding principles:

This procedure is in compliance with [UFV policies](#). In particular:

1. As guided by the Canadian Human Rights Act, students shall not be discriminated against due to race, national or ethnic origin, colour, religion, age, sex, sexual identity, gender identity or expression, marital status, family status, genetic characteristics, disability, or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.
2. The needs of the student and faculty member must be considered in the process. Exam deferrals should not be considered a “minor inconvenience” for faculty. Deferrals require time to re-schedule the examination, to prepare a new or different examination, and potentially, time to invigilate the additional examination.
3. Students must follow proper, defined procedures (outlined below) before, during, and after the deferral process. This includes our institutional policy of respect for members of the community, including staff, faculty, and management.
4. Exam deferrals are a privilege, not a right. Students are expected to accept a denied request for deferral in a mature and respectful manner.
5. All requests for deferrals must be accompanied by reasonable, official documentation, which could include things such as a death certificate, proof of a sports team’s away schedule, etc.. Under no circumstances is the School of Kinesiology bound to accept a referral request based on verbal confirmation demonstrating need. Students submitting falsified documents will be subject to disciplinary action under the Student Conduct Policies (Policies [#70](#) and [#204](#)).
6. The integrity of examinable materials is important. For this reason, students will not normally be permitted to write exams before the scheduled time.
7. Students must provide reasonable time (minimum of one week) for deferral consideration. Emergencies may be considered within a shorter time frame if sufficient

time is not possible (e.g. accident, illness, or bereavement). Deferral requests must be made prior to the scheduled time of the exam. Deferral requests made after the exam has started will not be granted.

8. Deferred exams are not scheduled at the convenience of the student. They will be administered at the first available opportunity.

Legitimate reasons for deferral requests:

1. **Conflicts:** if a student has two exams scheduled at the same time, a deferral may be granted.
2. **Medical documentation:** exam deferrals may be granted for medical reasons. Students must fill out a [Student Declaration of Absence](#) form.
3. **Disabilities:** exam deferrals and other accommodations will be granted for students registered with the [Centre for Accessibility Services](#) as determined by their specific needs.
4. **Prestigious Sport & Community Involvement:** students who are athletes, coaches, or officials of UFV sports teams, or provincial or national teams, may be granted deferrals. Likewise, students representing UFV or their community in other elite or prestigious cultural or scholarly events may also be granted deferrals.
5. **Bereavement:** exam deferrals may be granted as a result of the death of a member of the immediate family or chosen family. Students may be asked to provide proof of death (i.e. death certificate). Pending bereavement may be considered with a note from a medical professional that clearly indicates the gravity of the medical condition.
6. **Severe weather:** in accordance with UFV's procedures for severe weather, in-person exams will automatically be deferred if UFV is closed due to severe weather. Students may be granted a deferral if it is unsafe to travel to campus for the scheduled exam when the University remains open.

Exam Deferral Procedure

1. **Inform your instructor as soon as possible if you have a request for a deferred exam.**
Note that delay in this step could jeopardize an approval. A minimum of one week prior to the exam is required unless there are extenuating circumstances. Deferral requests made after the exam has started will not be granted.
2. If your reason for requesting a deferral is one of the legitimate reasons (items 1-7 noted above) please contact your instructor directly.
3. If your reason for requesting a deferral falls outside of the legitimate reasons (items 1-7 noted above) submit an exam deferral request form **along with your documentation** to the School of Kinesiology Coordinator (Room CEP A3443 Email: Emma.Les@ufv.ca) Note that failure to provide complete and adequate documentation will delay and could jeopardize the approval.
4. The School of Kinesiology Coordinator will call for a tribunal of Kinesiology faculty members to review the request and recommend approval or denial. The School of Kinesiology Coordinator will notify the student as soon as possible once a decision is made.

Kinesiology tribunal decisions are final and cannot be appealed at the School level. If the request is denied, the student may appeal to the Dean's Office.

Provide a time when you are available to write the exam. This should be your first available time block, between 9:00 a.m. and 4:00 p.m., AFTER the scheduled exam time. Please also provide alternate times.

Kinesiology Exam Deferral Request Form

Please ensure that you have completed this form in its entirety. Failure to do so will delay and can jeopardize your approval. This application AND all accompanying documentation must be provided electronically or in triplicate (i.e. three copies). Please also note that you MUST first discuss your request with your instructor.

Name: _____ Student number: _____

Student email: _____

Signature: _____ Date of request: _____

Course name and number: _____

Instructor's name: _____

Date and time of exam: _____

Details for request:

Date and time of your availability to write the deferred exam (please provide your first available opportunity AFTER the scheduled time and a second, alternate time):

Summarize the discussion you had with your instructor on this matter:

Your request must be accompanied by documentation that is official and verifiable. Please attach three copies of your documentation to this request form or provide as an attachment electronically. Send this form to the School of Kinesiology Coordinator: Emma.Les@ufv.ca