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. All students are treated equally regardless of their race, national or ethnic origin, colour, religion, sex, age or mental or physical disability as guaranteed in the Charter.

2. The needs of the student and faculty member must be considered in the process. Exam deferrals should not be considered to be 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. Under no circumstances is the KIN Department 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 be permitted to write exams before the scheduled time.

7. Students must provide reasonable time (minimum of one week) for deferral consideration. Emergencies might be considered “after the fact” if sufficient time is not possible (e.g. accident, illness, or bereavement).

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 reasonable, documented, medical reasons. Documentation must come from a physician or registered counselor.

3. **Disabilities:** exam deferrals and other accommodations will be granted for students registered with the Disability Resource Centre as determined by their specific needs.

4. **Sports teams:** students that are athletes or coaches of UFV sports teams, or provincial or national teams, may be granted deferrals.

5. **Bereavement:** exam deferrals may be granted as a result of the death of a parent, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent or grandchild providing that a death certificate is submitted. Pending bereavement may be considered with a note from the attending physician that clearly indicates the gravity of the medical condition.

6. **Distance education:** students attending online classes from considerable distance can request invigilation at another location providing it is a) identified at the start of the course, b) is a recognized, accountable, and reliable invigilator and c) the exam environment assures no advantage to the student and integrity of the exam material.

7. **Severe weather:** in accordance with UFV’s Procedures for severe weather, exams may 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.
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.

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 KIN Department Assistant (Room CEP A3443 Email: Pam.Hunt@ufv.ca). Note that failure to provide complete and adequate documentation will delay and could jeopardize the approval.

4. The KIN Department Assistant will call for a tribunal of KIN faculty members to review the request and recommend approval or denial. The KIN Department Assistant will notify the student as soon as possible once a decision is made.

KIN tribunal decisions are final and cannot be appealed at the Department 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 the day following the exam(s).
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: _____________________
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 KIN Department Assistant: Pam.Hunt@ufv.ca.