

### **OFFICE OF THE REGISTRAR**

Gilmour Hall, Room 108 Hamilton, Ontario L8S 4L8 Fax: 905.527.1105

# **REQUEST TO WRITE DEFERRED EXAMINATIONS OFF CAMPUS**

PLEASE PRINT					
		PLEAS	E NOTE		
the start of the deferred • Your Deferred Examinat	pe submitted to the examination periodion ion Timetable will be ade which appears l	Scheduling & Ex d. (Fax: 905.52 be posted on Mos	aminations Offic 7.1105) saic approximate	ely 3 weeks prior to	oom 114) at least 15 days prior to the examination session. nation purposes only. This grade
		STUDENT IN	<b>IFORMATION</b>		
Student's Name			Student's ID Nur	mber	Faculty
Telephone Number	E-mail				Fax Number
Dec	ERRED EXAMIN	ATTONS ALDE	ADV GRANTE	D BY YOUR EAG	
Course (e.g. ENGLISH			ADY GRANTE	D BY YOUR FAC	Instructor
Student's Signature		Date			
FIPPA Notice					
The information gathered on this form administrative and statistical purposes Freedom of Information and Protection be directed to the, University Registra	s of the University. Th on of Privacy Act of On	nis information is p ntario (RSO 1990).	rotected and is bei Questions regardi	ng collected under se	
WRITING A DEFERRED EXAM AT Students who will be living mo write their deferred exam at a	ore than 160 kilom	neters from Har			

I request permission to write the deferred examination(s) indicated above at an outside centre and have provided the required information

#### **APPLICATION TO WRITE A DEFERRED EXAMINATION AT AN OUTSIDE CENTRE**

#### **STUDENTS ARE RESPONSIBLE FOR:**

- MAKING ARRANGEMENTS FOR A PRESIDER TO CONDUCT THE DEFERRED EXAMINATION AT AN OUTSIDE CENTRE.
- PAYING ANY FEES DIRECTLY TO THE OUTSIDE CENTRE (INVIGILATION AND RETURN COURIER FEES).
- PROVIDING THE FOLLOWING INFORMATION WITH THIS APPLICATION:

Name and location of the o	outside centre	
Presider's Name		Presider's Title
Street Address		City, Country, Postal Code
Telephone	Fax	E-mail
PLEASE PROVIDE A STREET A	DDRESS; THE COURIER COMPANI	IES WILL NOT DELIVER TO A PO BOX NUMBER.
HAS THIS PERSON AGRE	ED TO CONDUCT THE DEFERI	RED EXAMINATION(S) IN A SUITABLE LOCATION? YES
		ING TO REGULATION #7 IS NOT POSSIBLE, PLEASE EXPLAIN IN THE RRANGEMENTS YOU WOULD LIKE TO HAVE MADE.

# Return Deferred Examination Form & Application to Write at an Outside Centre to:

Office of the Registrar Scheduling & Examinations Office Room 114, Gilmour Hall McMaster University Hamilton, ON L8S 4L8

Fax: 905.527.1105

## **Regulations for Deferred Examinations**

When a deferred examination privilege is granted it must be exercised at the next deferred examination period. If the privilege is not exercised in the next deferred examination period immediately following that in which it was granted, it will be revoked.

- 1. To be eligible for a deferred examination, a student must have been:
  - a. Registered in the course for which the examination is to be written; and
  - b. Granted a deferred examination by his/her Faculty Reviewing Committee.
- 2. A deferred privilege in any given course may be granted only once. Students who fail a deferred examination must repeat the course or substitute an approved equivalent course if they are allowed to continue in their program.
- 3. Deferred examinations cover the same work and tests as those of the preceding regular examination.
- 4. The time allowed for writing each deferred examination will be the same length as the final examination it is replacing.
- 5. Students' resident within 160 kilometers of McMaster University at the time of the examination must write the deferred examination at McMaster.
- 6. Students residing more than 160 kilometers from McMaster University at the time of the writing of the examination may write at an approved outside centre. Students are responsible for the payment of courier fees and any fees applicable to the outside centre.
- 7. Students attending training programs of the Department of National Defence must conform to the above regulations.

A student wishing to write at a centre other than McMaster University may indicate his/her preference on the Application form, and must provide examination presider information before approval will be considered. The Scheduling & Examinations Office will make the necessary arrangements for the writing of the examinations, including the date and time of writing.

Within Canada, examinations may be conducted by:

- The administrative officer responsible for examinations at a university or college (normally the Registrar), or
- A high school principal

Outside of Canada, examinations may be conducted by:

- An officer of a Canadian consulate, embassy, high commission, or Education Centre
- The administrative officer responsible for examinations at an approved (English Speaking) university only if it is not possible for an officer of a Canadian consulate, embassy or high commission to conduct the examination.

Other arrangements may be approved under exceptional circumstances.

ALL ARRANGEMENTS FOR THE WRITING OF A DEFERRED EXAMINATION AT AN OUTSIDE CENTRE ARE SUBJECT TO THE APPROVAL OF THE OFFICE OF THE REGISTRAR.