

**REQUEST TO WRITE DEFERRED EXAMINATIONS OFF CAMPUS**

PLEASE PRINT

**PLEASE NOTE**

- Only complete this form to request to write outside of McMaster University.
- Completed forms must be submitted to the Scheduling & Examinations Office (Gilmour Hall, Room 114) at least 15 working days prior to the start of the deferred examination period. (Fax: 905.527.1105)
- Your Deferred Examination Timetable will be posted on Mosaic approximately 3 weeks prior to the examination session.
- The temporary letter grade which appears beside the DEF grade on a grade report is for information purposes only. This grade does not appear on an official transcript.

**STUDENT INFORMATION**

Student's Name		Student's ID Number	Faculty
Telephone Number	E-mail		Fax Number

**DEFERRED EXAMINATIONS ALREADY GRANTED BY YOUR FACULTY**

Course (e.g. ENGLISH 1D06)	Day or Evening Course	Instructor

Student's Signature	Date
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**FIPPA Notice**

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative and statistical purposes of the University. This information is protected and is being collected under section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the, University Registrar, University Hall, Room 209, McMaster University.

**WRITING A DEFERRED EXAM AT AN OUTSIDE CENTRE**

Students who will be living more than 160 kilometers from Hamilton during the deferred examination session may apply to write their deferred exam at an outside centre. The arrangements are subject to approval, see regulation #7, page 3.

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 outside centre		
Presider's Name		Presider's Title
Street Address		City, Country, Postal Code
Telephone	Fax	E-mail

PLEASE PROVIDE A STREET ADDRESS; THE COURIER COMPANIES WILL NOT DELIVER TO A PO BOX NUMBER.

HAS THIS PERSON AGREED TO CONDUCT THE DEFERRED EXAMINATION(S) IN A SUITABLE LOCATION?  YES

IF YOU BELIEVE THAT AN ARRANGEMENT CONFORMING TO REGULATION #7 IS NOT POSSIBLE, PLEASE EXPLAIN IN THE BOX PROVIDED BELOW WHY AND OUTLINE WHAT ARRANGEMENTS YOU WOULD LIKE TO HAVE MADE.

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**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.**