

# REQUEST TO WRITE DEFERRED EXAMS OFF CAMPUS

## DE/OC

**PLEASE NOTE**

- Only complete this form to request to write outside of McMaster University
- 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 ID Number:	Student Name:																
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Student's Faculty:	Phone Number:	Email:															

**DEFERRED EXAMS ALREADY GRANTED BY YOUR FACULTY**

Course (e.g. ENGLISH 1D06)	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.

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

**STUDENTS ARE RESPONSIBLE FOR:**

- Making arrangements for a presider to conduct the deferred exam at an outside centre (inform the outside centre of the deferred exam period and the McMaster Exams Office will correspond with the outside centre to schedule your exam(s) accordingly).
- Paying any fees directly to the outside centre (invigilation and return courier fees)
- Providing the following information with this application:

<b>Name and location of the outside centre:</b>	
<b>Presider's Name:</b>	<b>Presider's Title:</b>
<b>Street Address:</b>	<b>City, Country, Postal Code</b>
<b>Phone Number:</b>	<b>Email:</b>

Has this person agreed to conduct the deferred exam(s) in a suitable location?

**Regulations for Deferred Examinations**

Students' resident within 160 kilometers of McMaster University at the time of the examination must write the deferred examination at McMaster.

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.

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.**